STEP Upgrade List   (1.4)

1.   Need to be able to CC and allocate a package to one of the generic Crimestoppers email addresses (this is after initial creation).

Facility has been added. Generic Emails can be CC'd when the package is being created or afterwards. Allocation to a generic address can be added after the package has been created.

When re-allocating the first drop down box now lists the generic email addresses. This should be used for instances when the package has been allocated incorrectly or a second division needs to be made aware. The same option is also there in the CC'ing, for example a drink driver lives on F div but drinks on G Div.

2.   In the results section for Crimestoppers Package can the following be added please; -

Has an NIR Online been submitted for this intelligence (OIC and/or LIO responsibility)?

          'Yes' or 'Not required' options required as mandatory requirement please.

Facility has been added

3.   The operation name should be searchable (with wildcards)

Facility has been added

This has an automatic % wildcard at the beginning and end, therefore only the operation name needs to be entered, eg for Op Tilt just type in tilt.

4.   HQ staff cannot search for Divisional packages. It should be possible for anyone who has a specific reference number to be able to search for and locate that package, regardless of ownership.

Was added as part of 1.3.1

5.   Require a facility to enter a non-specific email address into STEP. We experienced a difficulty with Crimestoppers received in respect of Op Larch (Murder Incident Room) and an inability to allocate the package to that generic email address or to CC them in. When Crimestopper is allocated to a non-

specific (generic) email address, it should be allocated to the first individual that reads it, as do the Crimestoppers generic email addresses.

New facility has been added for administrators to allow them to add generic email addresses to STEP. This can then be used by anybody.

From the STEP Homepage the 5th option down is Update Generic Email Addresses. Click this and then type the operational name into the search box and click search. This will bring up any operational email address containing those letters, eg Usk will also bring up Tusk. Click Use This Address on the right and this will add it to the list underneath, which updates the Generic email dropdown list. The option is also there to remove them be checking the box and clicking remove should the incorrect one have been selected or the operation be closed.

6.	Crimestoppers & Prison Recall packages should only be capable of completion by HQ staff (not Divisions). Divisions should only be able to update to 'Complete – return to Crimestoppers / Prison Recall'.

Restriction has been implemented.

7.	Division to be able to add a 'Sector' to a package, post submission by the ISU.

Intel users can do this. Regular users cannot. Suggest that Intel users are tasked to do this if required.

8.	Crimestoppers packages should be able to be linked where they refer to the same incident or information. The result for the 'minor' packages would be a STEP reference of the 'master' package. When packages are linked only the master package would be resulted. ISU and Divisions should be able to link packages. Also require a search facility in order to locate/identify linked packages by STEP reference number.

Facility has been added. There is however no concept of a master package. Suggest that this is added in the Problem Outline at creation or at a later stage. Problem outline is displayed when linked packages are shown. See package H/00002/09 in test database.

There is now an option to link additional packages to a master package, however STEP does not control or determine the master package. This is used for example with Op Vintage, where many calls are received stating different nominals, therefore these cannot be added to an existing package and new ones need to be created, however they are referring to the same operation or crime.

When packages are linked the first STEP package loaded needs to become the 'Master Package', click update package, and amend the Problem Outline details to show ***Master Package***. This will then make it clear when others are searching a crime number or operation name which one should be linked to new packages. It is not necessary to link to all relevant packages, just the Master. At the bottom of the Package page there is an Update Links option, fill in the package number of the Master Package and click Add Link.

9.   'Surname' to be searchable, in addition to nominal. Needed to identify old Crimestoppers, DNA etc.

Facility has been added.

On the search screen to the right of the nominal reference. This again includes % wildcards on both sides, so Roberts would also bring back Robertson, etc.

10.   Help document (supplied by Deborah Davies) to be attached automatically when Crimestoppers package created.

Help document automatically added to Crimstoppers documents..

11.   When searching on packages and have retrieved a list of results, after looking at an individual package and then using the previous screen button it defaults to the STEP home page and not the list previously displayed; would it be possible to return to list of results?

Back To Search Results link has been added when viewing package from a search screen.

12.   When viewing outstanding packages in the main menu i.e. OVERDUE – you can click in to view package and then when you hit back arrow button it throws you back to main menu NOT the list you were working from, would it be possible to return to list of results? (Similar to 11 above)

Back To Homepage link has been added when viewing a package from the homepage

13.   'Prison Recall' results page as follows; -

Offender arrested   Yes / No
Date of Arrest
Where arrested

Options have been added for Prison Recall package

14.	Can a link can be created from STEP through to the Intel enquiry on GENIE so that intel logs can be linked to a package in the same way as a nominal, vehicle and crime are?

Intel page and section has now been added when creating and viewing a package

Update Intelligence is the third box down on the details page. Click, enter the IRAQ number and click add.

15.	STEP packages for a nominal to be reported on GENIE. Necessary in order to see which division is dealing with whom and for what offence.

Next version of GENIE is V3, this will not be in place for then. Will be added in V3.1

16.	Could the STEP management function be simplified in order that Division can keep tabs on individual's officers, teams, sectors Insps etc to monitor performance?

Due to development of Tasking Dashboard no action has been taken on this.

17.	Allow all users (or just Sgt's and Insp's) to CC packages

All users can now CC packages

18.	When Crimestoppers or Prison Recall packages are returned to originator by a supervisor, as well as sending an email to the original person in the Local Intelligence Office an email should also be sent to the generic Divisional Crimestopper or Prison Recall email box.

Email is now sent to generic mailbox if it has been specified.

19.	STEP to record the time and date that an individual is CC'd into a STEP package for audit purposes.

CC details now show who added a person CC'd on a package and when.

20.   When an individual leaves the organisation, their details change form name and collar number to 'unknown', when the individual has allocated a package (it may also be the case for other actions but not able to test or verify), it is essential that this data is retained for audit purposes. In these circumstances an error message is generated when trying to return a package to the 'originator' as they no longer exist.

These details are now stamped into the database at the time someone completes an action. So going forward this shouldn't be a problem. Exisiting packages will still have this problem

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