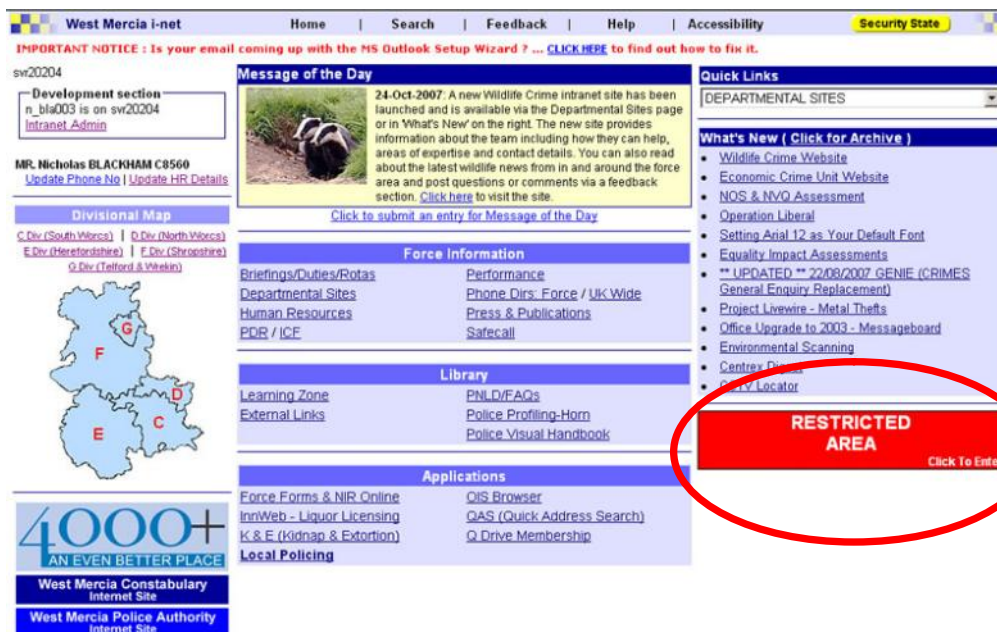


S.T.e.P (Electronic Packages)

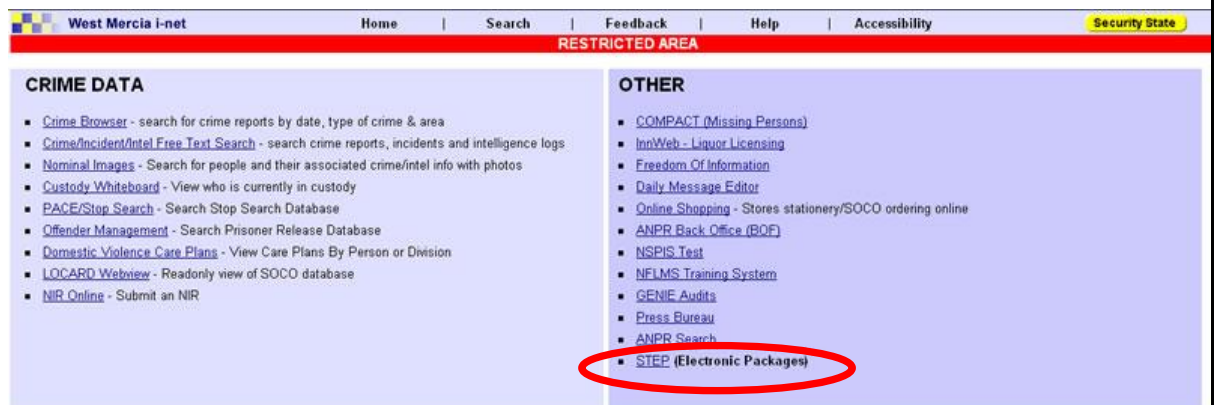
Supervisor/OIC User Guide – General overview

The aim of this document is provide information to enable supervisors and OIC's to effectively use the S.T.e.P system. The system is easy to use and will allow for the effective administration of electronic packages. In essence the system has been designed to track packages given to officers/staff and allows for updates to be provided electronically, similar to our standard crime management processes on CRIMES.

The system is initially accessed through the restricted area on the West Mercia Intranet Homepage (See below).



After clicking on the restricted area, you will be presented with the following screen:



From here the S.T.e.P system can be accessed by clicking on the appropriate link entitled S.T.e.P (Electronic Packages).

Upon access you will be presented with the following S.T.e.P homepage screen, simply clicking on the package number will take you into the Package detail.

STEP - LIVE

STEP Homepage

Logged In As: **MR. Nicholas BLACKHAM C8560**

Click on the Package ID Number to view full details of the Package

Packages In Red are Overdue
Packages In Amber are Current
Packages In Green are Completed

[My Packages Outstanding \(11\)](#) |
 [My Completed Packages \(5\)](#) |
 [H Curfew Bail Packages \(0\)](#) |
 [H PPO Packages \(5\)](#) |
 [H Warrant Packages \(0\)](#)

Package Ref:
Show Package

Current Packages Assigned To You

Package	Outline	Generated	Due	Received	Sector	Category	Allocation
H255		15/10/2007			CPMU: Covert Policing Management Unit	PDO SO	No Allocation
H283		26/10/2007			CPMU: Covert Policing Management Unit	FP Identification	MR. Nicholas BLACKHAM C8560
H281	Test Overdue Package	16/10/2006	16/10/2007		HQ: Headquarters	PDO SO	MR. Nicholas BLACKHAM C8560
H251		15/10/2007			HQ: Headquarters	PDO SO	No Allocation
H250		12/10/2007			HQ: Headquarters	PDO SO	MR. Nicholas BLACKHAM C8560

Your Completed Packages

Package	Outline	Generated	Due	Received	Sector	Category	Allocation
H240	Burglary DNA Hit	09/10/2007	08/10/2007	08/10/2007	CPMU: Covert Policing Management Unit	DNA Hit	MR. Nicholas BLACKHAM C8560
H267		22/10/2007	29/11/2007		HQ: Headquarters	Silver Rinc.	MR. Nicholas BLACKHAM C8560
H276		23/10/2007			HQ: Headquarters	DNA Hit	MR. Nicholas BLACKHAM C8560
H239	Arrest & Process: 2 x DNA Hit	08/10/2007	05/11/2007	09/10/2007	HQ: Headquarters	DNA Hit	MR. Nicholas BLACKHAM C8560

Current H Div PPO Packages

Package	Outline	Generated	Due	Received	Sector	Category	Allocation
H234	Drug dealing issues	10/10/2007	24/10/2007		DF: Redbridge North East	PPO (Proxic Offences)	Det Sgt Lee BRIGHTON P0791
H245	Dr issues	10/10/2007	24/10/2007		DE: Redditch Central	PPO (Proxic Offences)	Det Insp Jon MARSDEN P3007

Legend:

Red = Overdue Package

Amber = Allocated Package which is still within date

Green = Package Completed

Blue = Package Outstanding (e.g. Subject is circulated on PNC)

From this screen you can:

- See your Outstanding Packages in order to action them and provide updates
- See your Completed packages
- Check the Division's Curfew Bail Packages and action them, if applicable
- Check the Division's PPO Packages and action them, if applicable.
- Check the Division's Search Warrant Packages and action them, if applicable
- Enter a Package number, if known, to research a specific package.


Supervisor/OIC User Guide

On clicking a Package number you will be presented with the following screen. Hyperlinks at the very top will take you to the relevant section in order to read the detail and provide updates. Scrolling down will also provide the same result.

STEP - LIVE																																													
STEP Homepage	Logged In As : MR. Nicholas BLACKHAM C8560																																												
H/240																																													
Details Allocation Status Crimes Nominals Vehicles Attachments Updates Results Property																																													
Current Status : COMPLETE (15/10/2007) Current Allocation : MR. Nicholas BLACKHAM C8560 (10/10/2007)																																													
<div><div>Package Details</div><table border="1" style="width: 100%;"><tbody><tr><td>Problem</td><td>Crime</td><td>Causes</td><td>Criminal</td></tr><tr><td>Problem Outline</td><td>Burglary DNA Hit</td><td>Tactics</td><td>Arrest/Process</td></tr><tr><td>Package Type</td><td>DNA Hit</td><td>Date Received</td><td>08/10/07</td></tr><tr><td>Offence Type</td><td>Violent Crime (Assaults)</td><td>Target Period</td><td></td></tr><tr><td>Section</td><td>CPMU: Covert Policing Management Unit</td><td>Target Return Date</td><td>08/10/07</td></tr><tr><td>Objective</td><td>Promoting Community Safety</td><td>Actual Return Date</td><td>08/10/07</td></tr><tr><td>Operation Name</td><td></td><td>Review Date</td><td></td></tr><tr><td>Surveillance Package?</td><td>N</td><td>Package Completed?</td><td>Y</td></tr><tr><td>Sent To Tasking?</td><td>N</td><td>Notes</td><td></td></tr><tr><td></td><td></td><td>Div Control Strat</td><td></td></tr><tr><td></td><td></td><td>Force Control Strat</td><td></td></tr></tbody></table></div>		Problem	Crime	Causes	Criminal	Problem Outline	Burglary DNA Hit	Tactics	Arrest/Process	Package Type	DNA Hit	Date Received	08/10/07	Offence Type	Violent Crime (Assaults)	Target Period		Section	CPMU: Covert Policing Management Unit	Target Return Date	08/10/07	Objective	Promoting Community Safety	Actual Return Date	08/10/07	Operation Name		Review Date		Surveillance Package?	N	Package Completed?	Y	Sent To Tasking?	N	Notes				Div Control Strat				Force Control Strat	
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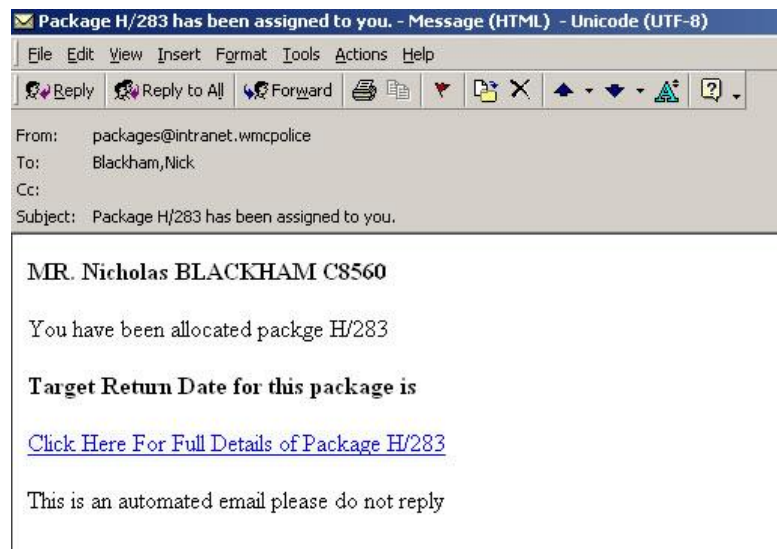
At the top of the screen the current status will be displayed along with the appropriate colour i.e. **Red**, **Amber** or **Green**. The current allocation will also be displayed i.e. PC 123 Bloggs.

Certain sections displayed will allow for updates to be performed by clicking on the appropriate sections. These are as follows:

 **Update Allocation** - This allows a supervisor to forward the electronic package to an OIC and vice versa. The supervisor will still see the package on their package homepage but the current allocation will display the current officer/staff in charge of the case.

For example, all packages will be assigned to an Inspector in the first instance or, in their absence, their deputy (Sgt rank). The Inspector can allocate to a Sergeant who can, in turn, allocate it to an OIC. Both the Inspector and Sergeant will still be able to see the package within their queue in order to check progress.

Each allocation change allows for a note to be added within the 'Notes' field. This will automatically create an email with the package link and notes to the relevant officer/member of staff. An example of this is displayed below:



Please note – On completing available enquiries relating to the package, the OIC must use the allocation screen in order to pass the package back to the Sergeant or Inspector. Only Supervisors can return the package to the administrator for the set reasons (Completed, Subject circulated on PNC or Further report date needed)

- 🚦 **Update Status (Supervisors Only)** - This allows Supervisors to return the package to the originator (Administrator). There are three choices from the drop down menu which are shown in the below image. The administrator is the only individual who can show the package as completed (**Green**). The package will remain either **Red** or **Amber** until this final process has been completed. Completing the status will email the administrator who will deal with the package according to instruction. Further report dates will be provided if provided with sound reasoning in the 'Package Update' field. Packages for Control Strategy items will be subject to a higher degree of scrutiny and will be monitored by the Detective Inspector (Intelligence).

STEP - LIVE

STEP Homepage

Logged In As : MR. Nicholas BLACKHAM C8560

Back To H/257 Details

Current Status :

Package Summary H/257

Package

H/257

Outline

Test Overdue Package

Change Status For Package H/257

Set Status To

-- Select --

-- Select --

RETURN TO ORIGINATOR - ENQUIRIES COMPLETED

RETURN TO ORIGINATOR - SUBJECT CIRCULATED ON PNC

RETURN TO ORIGINATOR - ONGOING ENQUIRIES F/R DATE NEEDED

Update Status

- 🚦 **Add An Update** – This allows for Supervisors/OIC's to add free text updates to the package. This enables all involved in the Package to see a sequential commentary on the progress made to date. This is especially important when asking administrators for further report dates who will check to see what enquiries have been made.

Please Note – When dealing with a Package which has crime links, it is vital that the main crime record is updated with significant entries. This is clearly managed through the typical CRIMES management screens.

See below for example of update screen (Wording will show Update rather than Action):

STEP - LIVE

STEP Homepage

Logged In As : MR. Nicholas BLACKHAM C8560

Back To H/257 Details

Package Summary H/257

Package

H/257

Outline

Test Overdue Package

Add Action For Package H/257

Action Type *

Text *

Visit


-- Select --

Note

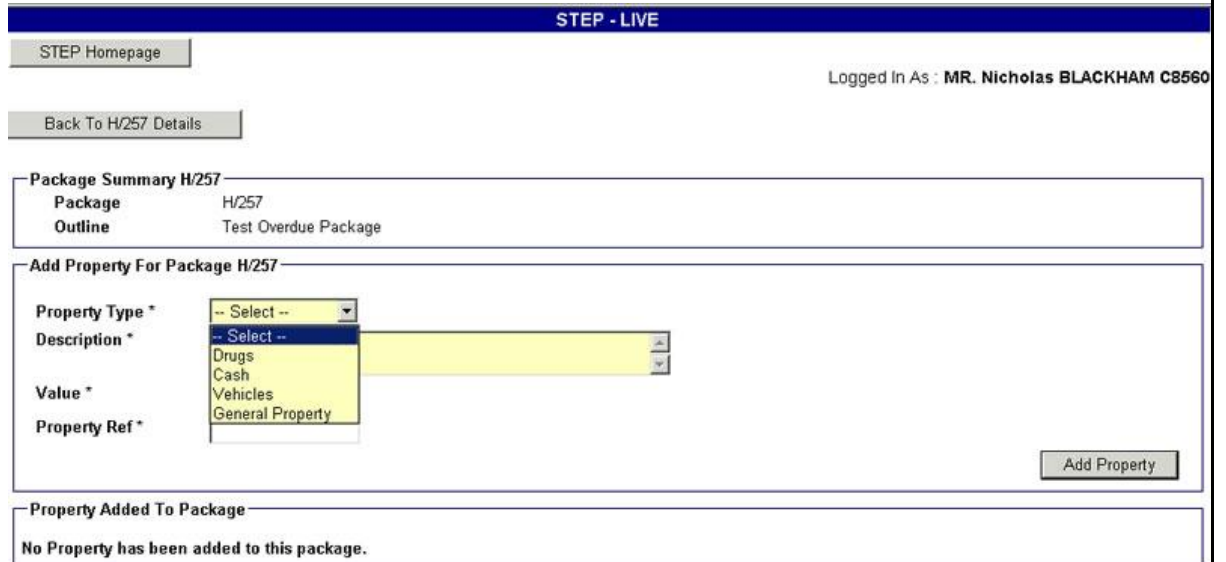
Visit

Interview

Add Action

 **Update Property** – The system will also allow for any property seized to be recorded against the Package. This, in no way, avails Supervisors/OIC's from the need to enter and record any property onto the Property Management System (PMS). Entries here allow for proper Package results recording and allow for feedback to other departments i.e. Crimestoppers.

See Below for example of Property Screen:



STEP - LIVE

STEP Homepage

Logged In As : MR. Nicholas BLACKHAM C8560

Back To H/257 Details

Package Summary H/257

Package H/257

Outline Test Overdue Package

Add Property For Package H/257

Property Type * -- Select --

Description * -- Select --

Value *

Property Ref *

Drugs

Cash


Vehicles

General Property

Add Property

Property Added To Package

No Property has been added to this package.

 **Update Results** – The update results field is as the name suggests. This allows you to enter into a number of statistical fields relating to NIR's, Arrests, Encounters and whether, as is the case with DNA or Fingerprint Packages, an evaluation form has been completed and submitted.

There is also a free text 'Outcomes' box which allows for a full de-brief regarding the Package to be entered. Finally a simple drop down successful/unsuccessful field which must be completed.

See below for example Update screen:

STEP - LIVE			
STEP Homepage		Logged In As : MR. Nicholas BLACKHAM C8560	
Back To H/257 Details			
Package Summary H/257			
Package	H/257		
Outline	Test Overdue Package		
Results For Package H/257			
No of Arrests	<input type="text"/>		
No of NIRs	<input type="text"/>		
No of Encounters	<input type="text"/>		
Evaluation Form Complete?	-- Select --		
Date Completed	<input type="text"/> (dd/mm/yyyy)		
Outcome *			
Result	Not Resulted		
Nominal Information			
Nominal	Arrest Date (dd/mm/yyyy)	Detection/Disposal	Detection/Disposal Date (dd/mm/yyyy)
Update Results			

There are no further fields to complete. As with all things it will take some time to get used to but it is an important tool to track and deal with Packages.

For any queries regarding the system please call the Detective Inspector (Intelligence).