



Exhibits, Forensic Information
&
Miscellaneous Property
System

EFIMS Advanced



Version: 1.0



This manual has been prepared and designed by the FIMS Project Team, Forensic Services Group.

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Introducing EFIMS

EFIMS is a powerful, web-based solution for the recording and management of exhibits, miscellaneous property and forensic service jobs.

EFIMS improves operational efficiency by streamlining processes and providing timely access to items that come into Police custody. It tracks the 'lifecycle' of these items from collection through to disposal. If the item requires forensic analysis, the job is also created and tracked in EFIMS. Barcode Scanners and Labels are a critical component of this process.

From late 2010, EFIMS replaces exhibit and miscellaneous property books, the COPS Forensic Information Management System (FSIMS), the Forensic Ballistics Unit System (FBU) and a range of local systems.

EFIMS is a big change to daily police work practices in every Command. It is a significant and positive step towards achieving best practice standardised recording and management of items in police custody.

Legal Compliance

EFIMS aligns and supports compliance with:

- Law Enforcement (Powers and Responsibilities) Act 2002 (LEPRA)
- Evidence Act 1995
- Crimes (Forensic Procedures) Act 2000
- Drug Misuse and Trafficking Act 1985
- NSW Police Force Handbook
- Relevant Standard Operating Procedures

Icons Used

The following icons are used to assist in fully understanding how EFIMS integrates with day to day operational duties.



STANDARD OPERATING PROCEDURE

A reference to the SOPS and how they apply in the context of EFIMS.



NOTE

A Note in the training manual is used to highlight either a point of particular interest or an item of system functionality.




SCENARIO

A Scenario is used to present a situation in which EFIMS would be used. Scenarios form the basis for all course walk throughs and allow the users a better understanding of the system and how it can be utilised to best effect.

Access to EFIMS

EFIMS is a single sign-on application; it uses the information provided when logging into the NSWPF Domain.

Access is provided by means of either a desktop icon:  or through the Intranet **Systems-Operational** webpage.




It is a NSW Police Force SOP that only police officers and staff authorised to use EFIMS can log on to EFIMS. EFIMS should only be used for the purposes for which it is intended. EFIMS is audited at both local and corporate levels.

If you have access the system will take you to the Home Screen where you can begin to enter job or item information.

If you do not have access, the system will display an error message.


Reason For Access

Whenever accessing EFIMS it is recommended that a Reason for Access (RFA) is provided.



1. Select the **Logged in as:** menu item, then **Reason for Access**.
2. Type the RFA in the field provided.
3. Click 

Logout

Whenever you leave your computer it is important to logout of EFIMS to prevent work being lost or other staff creating records under your profile. Any additions, alterations and/or updates will be recorded in the audit log against the currently logged in user.

1. Click  at the top right of the EFIMS window.
2. A screen will appear stating you have been logged out of EFIMS.



- **Save your work before leaving your computer**
- **Never leave your computer unlocked when you leave your desk**
- **Lock your computer using either:**
 -  + 'I',
 - or <Ctrl>+<Alt>+ then click 

User Authorisation

User Profiles

EFIMS user profiles are different from a COPS profile. The default user profile is Officer level. Any change to an officer's user profile in EFIMS must be approved by the local Commander or Supervisor. A user profile update requires completion of an [EFIMS Profile Change Request](#). Officers are required to nominate the required user profile level according to duty type:

User Profile Level	Description
Officer (Default)	Default role granted to all EFIMS users
Crime Coordinator	Higher level access for senior operational police
Exhibit Officer	Provides additional searches, alerts and reports useful to exhibit officers
Service Provider	Identifies the user as a forensic service provider. Additional rights are provided based on job Assignment Privileges

Job Assignment Privileges

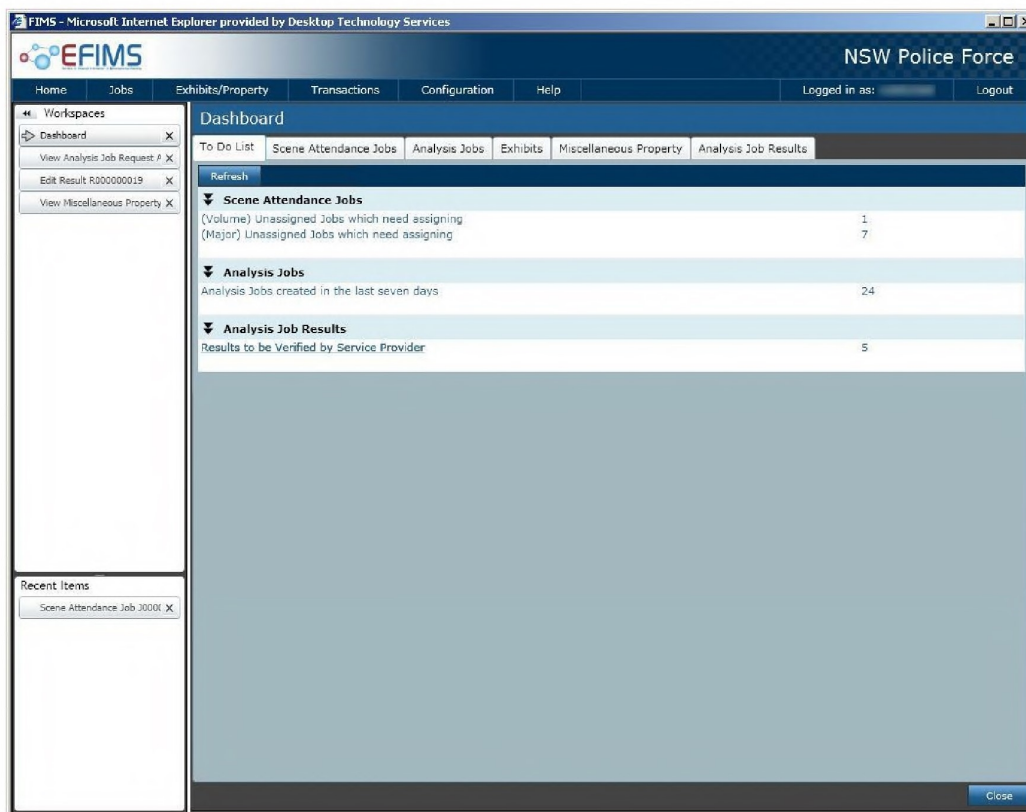
Assignment Privilege	Ability
Assign Major Crime	User can assign a Job to themselves or another user for the same Service Provider as the logged on user
Re-assign Major Crime	User can assign an already assigned Job to another user for the same service Provider as the logged on user
Assign Volume Crime	User can assign a Job to themselves or another user for the same service Provider as the logged on user
Re-assign Volume Crime	User can assign an already assigned Job to another user for the same service Provider as the logged on user
Assign Analysis Job	User can assign an Analysis Job to themselves or another user for the same service Provider as the logged on user

Home Screen

The first screen seen when accessing EFIMS. The key feature is an individualised Dashboard that drives each officer's workflow for all their investigations or jobs at their location.

The Home screen will include:

- Currently logged on user's registered number at the top right of the window
- Menu items across the top of the window, these provide options to record/create records for the following:
 - Scene Attendance Jobs
 - Analysis Jobs
 - Exhibits
 - Miscellaneous Property
 - Transactions
- Tabs within the Dashboard allow searches of existing information
- Workspaces down the left-hand side that list recently opened windows
- Logout provides a means to close and exit EFIMS. A prompt will confirm the saving of any unsaved work on exit



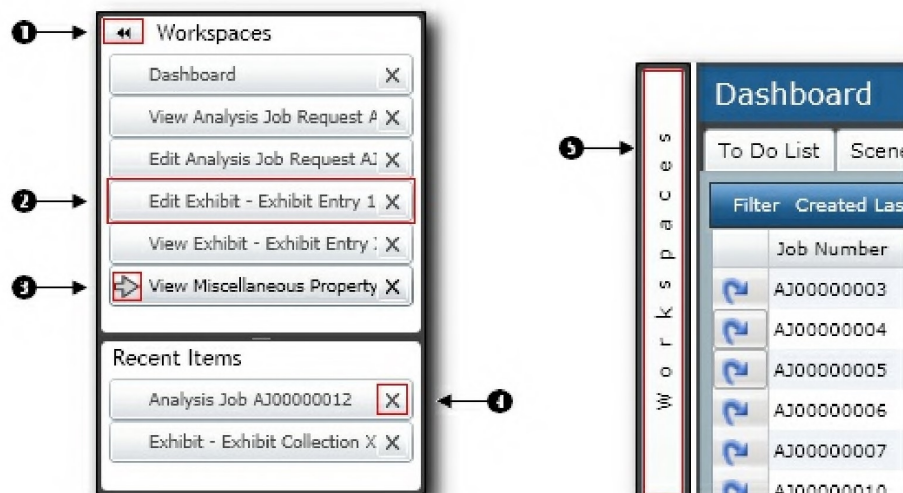
The screenshot displays the EFIMS Home Screen (Dashboard) for NSW Police Force. The interface includes a top navigation bar with menu items: Home, Jobs, Exhibits/Property, Transactions, Configuration, Help, and Logout. The user is logged in as 'NSW Police Force'. The main dashboard area has tabs for 'To Do List', 'Scene Attendance Jobs', 'Analysis Jobs', 'Exhibits', 'Miscellaneous Property', and 'Analysis Job Results'. The 'Scene Attendance Jobs' tab is active, showing a 'Refresh' button and a table with the following data:




Category	Count
(Volume) Unassigned Jobs which need assigning	1
(Major) Unassigned Jobs which need assigning	7
Analysis Jobs	
Analysis Jobs created in the last seven days	24
Analysis Job Results	
Results to be Verified by Service Provider	5

The left sidebar shows 'Workspaces' with 'Dashboard' selected, and 'Recent Items' with 'Scene Attendance Job 30001'.

Workspaces

Workspaces provide the means by which you can easily navigate the system accessing any currently open, or recently closed, screens.



- ❶ Use  to hide workspaces area
- ❷ Click on any item in the Workspaces list to go directly to that screen
- ❸ The  beside a tab indicates it is the active screen – you can jump to any open screen by selecting the appropriate tab
- ❹ To remove an item from the Workspaces window click 
- ❺ Click on workspaces bar to re-display

If a workspace tab is closed it will be placed in the recent items list. The newest entry will be placed at the top, popping the oldest off the bottom. The maximum entries in recent items list is 20 at any one time.







- The top section, labelled **Workspaces**, lists all currently open windows with a tab for each open window
- The bottom section, labelled **Recent Items**, lists windows that you have been recently opened and closed, with a tab for each of those jobs

Click on any job to display it in the main section of the screen.

Dashboard

This is the first screen users see when they Log On. The key feature is an individualised 'dashboard' that drives each officer's workflow for all their investigations at their location.

The Dashboard is an important part of EFIMS and navigates users to all EFIMS functions. Click on each tab to access Jobs, Exhibits, Miscellaneous Property, Results and your personal To Do List.

-  The To Do List displays the tasks that you are required to complete within EFIMS
-  Scene Attendance Jobs displays Scene Attendance jobs relevant to you
-  Analysis Job displays the Analysis Jobs relevant to you
-  Exhibits displays a list of all exhibits relevant to you
-  Miscellaneous Property displays a list of all miscellaneous property relevant to you
-  Analysis Job Results displays a list of all analysis job results, relevant to you, that are available through EFIMS

To Do List

The To Do List displays a summary of items/jobs under all headings that you are directly involved in.



Click to expand items within selected section



Click to collapse items within selected section



Click to update current view

Click the blue text hyperlinks shown to take you to the required Dashboard tab and filter the list by the criteria chosen.

Dashboard	
To Do List	Scene Attendance Jobs
Refresh	
Scene Attendance Jobs (Volume) Unassigned Jobs which need assigning (Major) Unassigned Jobs which need assigning	1 7
Analysis Jobs	
Exhibits Exhibits Collected Since	11
Analysis Job Results Results to be Verified by Service Provider	3

Scene Attendance Jobs

The **Scene Attendance Jobs** tab provides access to Scene Attendance jobs recorded in the system.

To locate a job:

1. Select a particular search filter to use:

▼ Scene Attendance Filters

Search for Scene Attendance Job - OIC, Service Provider, non-Service Provider

Event/case number search (default)

Job number search

Created within specified date range

Search for Scene Attendance Job - Service Provider

LAC/Sector and date range

LAC/Sector, date range and incident type

Service type

LAC/Sector and service type

My jobs for Incident type (assigned to me)

My jobs for status (assigned to me)

Search for Scene Attendance Job - OIC, Creating Officer, non-Service Provider

My jobs for status (created by me)

My jobs created in last *n* days (created by me)

My draft jobs (I am the creating officer)

LAC/Sector and date range

LAC/Sector, Incident type and date range

LAC/Sector, service type and date range

OIC and date range

View from Dashboard - Service Provider

My jobs on hand

My unit unassigned

My unit rejected in last *n* days

2. Enter the required criteria for the search you selected

3. Click  The list of Scene Attendance Jobs relevant to the criteria will display.

Analysis Jobs

The Analysis Job tab provides access to Analysis Jobs recorded in the system.

To locate a job:

1. Select a particular search filter to use:

▼ Analysis Job Filters

Search for Analysis Job - Service Provider, OIC, non-Service Provider

Event/case number search (default)

Job number search

Search for Analysis Job - Service Provider

Created within specified date range

My jobs for Incident type and date range (assigned to me)

My jobs for status and date range (assigned to me)

LAC/Sector

LAC/Sector and date range

LAC/Sector, date range and Incident type

Service type

LAC/Sector and service type

Search for Analysis Job - OIC, Creating Officer, non-Service Provider

My jobs for status

My jobs created in last *n* days

Jobs for all OIC registered number and date range

Analysis Job - View from Dashboard - Service Provider

My jobs on hand

My jobs withdrawn in last *n* days

My unit (unassigned - all)

My unit (unassigned - some exhibit/s received)

My unit rejected in last *n* days

My unit withdrawn in last *n* days

Analysis Job - View from Dashboard - OIC, Contact Officer

My draft jobs

My submitted jobs

My jobs rejected within last *n* days

My jobs OIC action requested

Analysis Job - View from Dashboard - LAC Management

My unit OIC action requested

2. Enter the required criteria for the search you selected
3. Click The list of Analysis Jobs relevant to the criteria will display.

Exhibits

The Exhibits tab provides access to Exhibits recorded in the system.

To locate an exhibit:

1. Select a particular search filter to use:

▼ Exhibit Filters

Search for Exhibits - All

Barcode (Exhibit Number)

Event/case number

Job Number

Exhibit Classification and Collected Date Range

Item serial number and collected date range

LAC/Sector and date range

Exhibit Classification, Current Location and Collected date range

OIC registered number and collected date range

Location and collected date range

Exhibits on Hold at Location

Location and Exhibit Status

Exhibits awaiting Check Out

Exhibits - Candidates for Disposal

Exhibits - Hold expiry

2. Enter the required criteria for the search you selected
3. Click The list of Exhibits relevant to the criteria will display.

Miscellaneous Property

The Miscellaneous Property tab provides access to items of Miscellaneous Property recorded in the system.


To locate an item:

1. Select a particular search filter to use:

Miscellaneous Property Filters

Search for Miscellaneous Property - All

- Barcode (Miscellaneous Property Item Number)
- Event/Case Number
- Job Number
- Item Classification and Collected date range
- Item serial number and collected date range
- LAC/Sector (Event/Case) and date range
- Item Classification, Current Location and Collected date range
- OIC registered number and collected date range
- Collected date range - Miscellaneous Property items for my LACs Events/
Cases
- Current Location and collected date range
- Miscellaneous Property items on Hold at Location
- Current location and item status
- Miscellaneous Property awaiting Check Out
- Miscellaneous Property - Hold expiry

2. Enter the required criteria for the search you selected
3. Click  The list of Miscellaneous Property items relevant to the criteria will display.

Analysis Job Results

The Analysis Job Results tab provides access to results for analysis jobs.

1. Select a particular search filter to use:

▼ Analysis Job Results Filters

Analysis Job Results - View from Dashboard

- My unit results for verification
- My unit results verified
- My jobs results available
- My unit unacknowledged results

2. Click  The list of Analysis Job Results relevant to the criteria will display.

Exhibits

Exhibits are all physical or documentary items seized and retained for evidentiary value, which may or may not require forensic analysis.

Exhibit functions include:

- Record Exhibit - Exhibit Collection
- View Exhibit
- Edit Exhibit
- Create Sub Exhibit



It is a NSW Police Force SOP that all exhibits are recorded in EFIMS. When EFIMS is not online, exhibit information must be recorded contemporaneously in an Exhibit Book or in an Officer's notebook and used to update EFIMS when the system is back online.




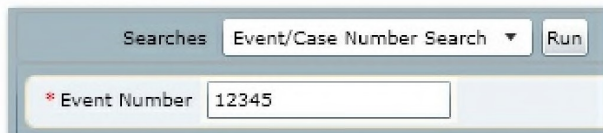
COPS data viewed in EFIMS cannot be changed. Any changes required to this information must be made within the COPS system.




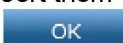


Record Exhibit



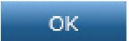


Ultimately it is the responsibility of the OIC to ensure exhibits are recorded in EFIMS. Prior to recording an exhibit in EFIMS a COPS Event/Case must be created.

1. Select the **Exhibits/Property** menu, then **Record Exhibit Entry**.
2. Select the COPS Event/Case that the exhibit will be recorded against, note that mandatory fields are shown with *****.
 - Either, enter the event/case number directly into the field then press **Enter**
 - Or, click  at the right of the Event/Case field
 - Use an appropriate filter to display the required events.



- Type in the required information and click 
 - Double-click on the required event to place it in the Analysis Job. Alternatively, select the event and click 
3. The Exhibit record will be partially completed with details from the COPS Event/Case.
 4. The **Officer In Charge (OIC)** field will be automatically populated if recorded in the Event/Case. If you wish to add or change the OIC click on  at the right of the OIC field.
 5. Double-click on the required officer to insert them as the OIC in the exhibit collection. Alternatively, select the officer and click 
 6. If the exhibit was collected as a result of a search warrant, in the **Warrant Number** field enter of the number of the warrant issued. If there was no warrant, leaver this blank.
 7. In the **Strike Force Name** field enter the name of the Strike Force. If there is no Strike Force, leaver this blank.
 8. Click  to create the exhibit record. The Record Exhibits screen will then be displayed with the information previously entered in the header area of the record.
 9. Enter the barcode number off the exhibit barcode label by either using the barcode reader or typing the code in directly.
 10. Select the Classification by clicking  on the right of the field and selecting from the list. Filter the list by name to limit the entries displayed.


11. Double-click on the required Classification to insert in the exhibit classification field.
Alternatively, select the Classification and click 
12. Enter a brief Description of the exhibit. The description field will default to the Exhibit Classification. Remember to change or append text as required.
13. Enter Quantity and Quantity Metric (Total Cash, Grams, Kilograms, Metres or Unit).
14. Select the exhibit's current location by clicking  on the right of the field. Drill down through the provided locations, selecting the required location from the list of storage locations on the right.
15. Double-click on the required location to insert into the exhibit record. Alternatively, select the location and click 
16. If the exhibit being recorded had associated OHS Warnings select the correct image from those shown. Hover over the picture to see the detail, including a description. Click on the image to apply to the Exhibit. The active OHS Warning will be shown in colour with a green border.
17. Select the appropriate check box from the **Photograph/Photocopy** tab, to indicate whether the exhibit has been photocopied and/or photographed. Select the officer responsible for the photocopy/photograph and, if photographed, upload the digital image of the item.
18. From the **Collection Information** tab complete the required fields: **Collection Location**, **Collected By** (if different to the indicated officer) and the **Date/Time Collected**.




If the OIC is intending to submit the exhibit for analysis then the Collection Information is important for the analyst.

19. Complete as much information as possible in the **Additional Information** tab.
20. Record in the **Finder/Owner** tab details of the following if known:
 - Finder
 - Owner
 - Received From
 - Rival Claimant
21. The **Notes** tab allows free text to be entered against the exhibit.

22. Select the appropriate button:

 Save+Close

Save all the information you entered and return you to the Dashboard

 Save+Create New

Save all the information you entered and open a new, blank Record Exhibits window

 Save+Create Similar

Save all the information you entered and open a new Record Exhibits window pre-populated with information from the last exhibit that you entered with the exception of the barcode number. Change any information that is different and save to create a similar record


 Cancel

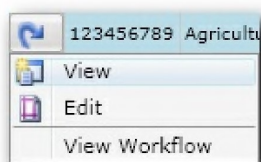
Close the Record Exhibits screen without saving the information you entered





If a mandatory field is left blank, a warning will be displayed across the top of the window and the field will be highlighted red. Ensure all required fields are completed before saving.

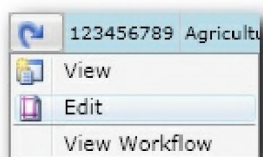
View Exhibit

1. Navigate to the EFIMS Dashboard.
2. Select the **Exhibits** tab.
3. Use an appropriate filter to enable the selection of an Exhibit from the presented list.
4. To view an Exhibit, you can do either of the following:
 - Double-click on the required Exhibit to open it in **View** mode
 - Click  and select **View** from the menu





Edit Exhibit

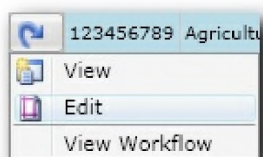
1. Navigate to the EFIMS Dashboard.
2. Select the **Exhibits** tab.
3. Use an appropriate filter to enable the selection of an Exhibit from the presented list.
4. To edit an Exhibit, you can do either of the following:
 - Double-click on the required Exhibit to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu




Create Sub Exhibit

1. Navigate to the EFIMS Dashboard.
2. Select the **Exhibits** tab.
3. Use an appropriate filter to enable the selection of an Exhibit from the presented list.
4. To edit an Exhibit, you can do either of the following:





- Double-click on the required Exhibit to open it in **View** mode then click  to open **Edit** mode
- Click  and select **Edit** from the menu



5. Select the **Sub Exhibits** tab and click .
6. The Sub Exhibit will automatically inherit the Event details previously provided. Enter the barcode details off the EFIMS barcode label by either using the barcode scanner or typing the code in directly.



When creating a sub exhibit it is important to note that the parent exhibit field will default to the reference of the exhibit from which the sub exhibit is taken.

7. Select the Classification by clicking  on the right of the field and selecting from the list. Filter the list by name to limit the entries displayed.
8. Double-click on the required Classification to insert in the exhibit classification. Alternatively, select the Classification and click .
9. Enter a brief Description of the exhibit. The description field will default to the Exhibit Classification. Remember to change or append text as required.
10. Enter Quantity and Quantity Metric (Cash Total, Grams, Kilograms, Metres or Unit).
11. Select the exhibit's current location by clicking  on the right of the field. Drill down through the provided locations, selecting the required location from the list of storage locations on the right.
12. Double-click on the required location to insert into the exhibit location. Alternatively, select the location and click .

13. If the exhibit being recorded had associated OHS warnings select the correct image from those shown. Hover over the picture to see the detail, including a description. Click on the image to apply to the Exhibit. The active OHS Warning will be shown in colour with a green border.
14. Select the appropriate check box from the **Photograph/Photocopy** tab, to indicate whether the exhibit has been photocopied and/or photographed. Select the officer responsible for the photocopy/photograph and, if photographed, upload the digital image of the item.
15. From the **Collection Information** tab complete the required fields: **Collection Location**, **Collected By** (if different to the indicated officer) and the **Date/Time Collected**.



If the OIC is intending to submit the exhibit for analysis then the Collection Information is important for the analyst.

16. Complete as much information as possible in the **Additional Information** tab.
17. Record in the **Finder/Owner** tab details of the following if known:
 - Finder
 - Owner
 - Received From
 - Rival Claimant
18. The **Notes** tab allows free text to be entered against the exhibit.
19. Select the appropriate button:

Save+Close

Save all the information you entered and return you to the Dashboard

Save+Create New

Save all the information you entered and open a new, blank Record Exhibits window

Save+Create Similar

Save all the information you entered and open a new Record Exhibits window pre-populated with information from the last exhibit that you entered with the exception of the barcode number. Change any information that is different and save to create a similar record

Cancel

Close the record Exhibits screen without saving information entered

Jobs

EFIMS allows you to request Forensic Services through the creation of jobs.

There are two types of jobs:

- Scene Attendance Jobs
- Analysis Jobs

Scene Attendance Jobs

EFIMS provides functionality for requesting forensic scene attendance jobs. This functionality replaces COPS forensic jobs, FSIMS and FBU. Jobs can be tracked and reported on in EFIMS.

The following functionality is provided:


- Create Scene Attendance Request
- View Scene Attendance Request
- Edit Scene Attendance Request
- Assign Scene Attendance Request
- Self Assign Scene Attendance Request
- Unassign Scene Attendance Request
- Reject assignment
- Job Reply
- Complete Job

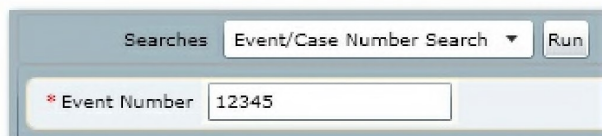
Scene Attendance Requests entered to COPS FSIMS are read-only: they cannot be altered and new requests will not be possible once EFIMS goes live.






It is a NSW Police Force SOP that requests for forensic services at a crime scene or incident location are recorded as a Scene Attendance Job on EFIMS. In the event that operational requirements prevent this occurring, or EFIMS is not online, the scene attendance request must be recorded contemporaneously in an Officer's notebook for updating EFIMS when back online. *Note: this SOP does not apply to professional standards investigations, covert operations and/or highly protected operations.*

Create Scene Attendance Request

1. Select the **Jobs** menu, then **Request Scene Attendance**.
2. Select the COPS Event/Case that the Scene Attendance will be recorded against, note that mandatory fields are shown with *****.
 - Either, enter the event/case number directly into the field then press **Enter**
 - Or, click  at the right of the Event/Case field
 - Use an appropriate filter to display the required events.



- Type in the required information and click 

- Double-click on the required event to place it in the Analysis Job.
Alternatively, select the event and click 
- 3. The **Officer In Charge (OIC)** field will be automatically populated if recorded in the event. If you wish to change the OIC click on  at the right of the OIC field.
- 4. Double-click on the required officer to insert them as the OIC in the exhibit collection.
Alternatively, select the officer and click 
- 5. Repeat the above steps to add an officer to the second-in-command (2OIC) field.



It is also possible to enter the Event/Case number directly into the Event/Case field and press enter to import the Event/Case details.

6. If the exhibit was collected as a result of a search warrant, in the **Warrant Number** field enter of the number of the warrant issued. If there was no warrant, leaver this blank.
7. In the **Strike Force Name** field enter the name of the Strike Force. If there is no Strike Force, leaver this blank.
8. Enter the **Job Description** – a brief summary of the event narrative.
9. Enter the **OIC Instructions** - specific instructions to the forensic service provider.
10. Enter a **Location To Attend**. This should always be completed.
11. If there are any OHS issues that the forensic service provider should be aware of. select the correct **OHS Warnings** from those shown. Hover over the image to see detail (including description), click on the image to apply to the Scene Attendance Request. The active OHS Warning will be shown in colour with a green border.
12. Complete the required fields on the **Additional Information** tab.
13. Ensure the **Priority Factors** are correctly stated. Remove any incorrect priority factors that may be present.




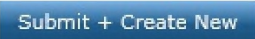

EFIMS prioritises Scene Attendance Jobs to assist with resource allocation and time management. This information is not mandatory; however, completion will assist in processing the Scene Attendance Request.

EFIMS requests information about Event Priority Factors to determine a priority score. The factor parameters are:

- **Media Public Profile**
- **Victim Injury**
- **Firearm Used**
- **Other factors**

If the Event Priority Factors change, contact the relevant forensic service provider to advise and update the Notes tab in EFIMS.

14. The **Constraints** tab is used to specify any job and scene constraints.
15. The **Notes** tab contains a free text field to be used to provide further information to the forensic service provider about the job request.
16. Select the appropriate button:


	Create the Scene Attendance Request, send to the service provider selected and close the screen
	Create the Scene Attendance Request and send to the service provider, clearing all fields to create a new job request for on the same event
	Close the Scene Attendance Request screen without saving and submitting the job

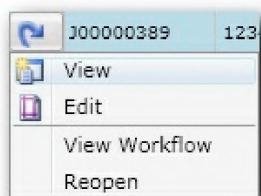


It is a NSW Police Force SOP that all information entered into EFIMS to determine the Priority Factors for Scene Attendance Jobs be correct at time of entry. Any updates to the Scene Attendance Job - Priority Factors must be recorded.



View Scene Attendance Request

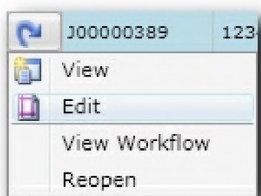
1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.
4. To view a Scene Attendance Job, you can do either of the following:

- Double-click on the required Scene Attendance Job to open it in **View** mode
- Click  and select **View** from the menu







Edit Scene Attendance Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.
4. To edit a Scene Attendance Request, you can do either of the following:
 - Double-click on the required Scene Attendance Job to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu






Assign Scene Attendance Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.
4. To assign a Scene Attendance Job to a designated officer, you can do either of the following:

- Double-click on the required Scene Attendance Job to open it in **View** mode – click  to then open in **Edit** mode then click 
 - Click  and select **Assign Officer** from the menu
5. From the presented Officer List use the filter feature and navigation buttons to select the required Officer. Click  to assign the Officer to the job.
 6. The job will appear on the dashboard of the officer selected.





Self Assign Scene Attendance Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Scene Attendance Jobs** tab.
3. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.
4. To self-assign a Scene Attendance Job, you can do either of the following:
 - Double-click on the required Scene Attendance Job to open it in **View** mode – click  to then open in **Edit** mode then click 
 - Click  and select **Self Assign** from the menu
5. The job will appear on your dashboard as the assigned.

Unassign Scene Attendance Request

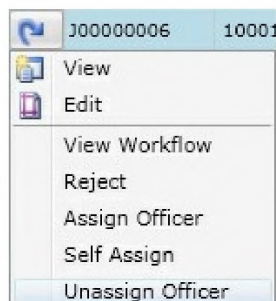
1. From the EFIMS Dashboard select **Scene Attendance Jobs** tab.
2. Use an appropriate filter to enable the selection of a Scene Attendance Job from the presented list.
3. To unassign a Scene Attendance Request, you can do either of the following:

Either:

- Double-click on the required Scene Attendance Job to open it in **View** mode then click  to open **Edit** mode. Alternatively, click  and select **Edit** from the menu
- Click 
- Click  The job will now be returned to the unassigned jobs list.

Or:

- Click  and select **Unassign Officer** from the menu. The previously assigned officer will be removed from the Scene Attendance job.



4. The request will now appear on the dashboard of the service provider to await assignment.

Reject assignment

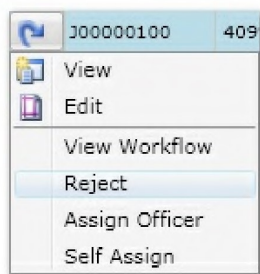
If an assigned job cannot be attended to then you can reject the assignment of the job.


1. From the EFIMS Dashboard, select the **Scene Attendance Jobs** tab. Search for a particular Scene Attendance Job using an appropriate search criteria.
2. Having located the job you can perform the action by either:

- double click to open the job in **View** mode, then click 
- click 

or:

- Click  and select **Reject** from the menu





3. Click . The details of the **Scene Attendance Request** will appear on the Dashboard under the category of (Major) Rejected Jobs or (Volume) Rejected Jobs. The status of the job will change to "Rejected".

Job Reply

Job replies are completed by the forensic services provider who attended to the job.

Select the **Job Reply** tab to reveal three further tabs:

- Scene Details
- Service Provided

Once the data has been recorded in all tabs click  or  to record the changes.

Scene Details Tab

- **Forensic Case Number** field

- **Attendance Date Time** fields. See Calendar Tool and Time Tool for more information on using the date and time selectors
- **Location Attended** field. Enter the address of the location you attended
- **Forensic Investigator IC** field. Select the officer leading forensic investigation in this event/case
- **Forensic Investigator 2** field. Enter the name of the officer second-in-command of forensic investigation in this event/case. If there are only two forensic investigators on this event/case, enter the name of the other one, the non-IC investigator, here
- **Scene Exam Results** field. Enter the results of your examination of the crime scene
- Was the OIC for this event/case present when you attended the crime scene? If so, tick the checkbox marked **OIC in attendance**. If not, leave it blank.
- **Person Spoken To** field. Record the name of the person spoken to on arrival
- **Person Contact Number** field
- **Person Involvement** field. Enter details of how the Person Spoken To is involved in this event/case

Service Tab

Select the service provided from the choices displayed on the left-hand side. The fields appearing on the right-hand side will depend on the selection you make from the left-hand menu. Services Provided are:

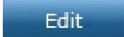

- Aggravated BE&S / Armed Robbery / Ram Raid
- Arson / Fires
- Homicide / Attempt Murders
- Mal Wound / Assaults / Sex Assaults / Shooting
- Motor Vehicle Collisions
- Suspicious Death / Suicides





More than one selection can be made.

Complete Job

Jobs are completed by the forensic service provider who attended to the job.

1. From the EFIMS Dashboard, select the **Scene Attendance Jobs** tab. Search for a particular Scene Attendance Job using an appropriate search criteria.
2. Perform either of the following to edit the record:
 - double click to open the job in **View** mode, then click 
 - Click  and select **View** from the menu

The details of the **Scene Attendance Request** will display in **Edit** mode.

3. Navigate to the Job Reply tab and complete the required information in the Scene Details Tab, and Service Provided Tab.
4. To complete the job click  then  to close the job

Analysis Jobs

The topics in this section assume that the user understands the principles behind requesting a forensic analysis job, including the five steps of the Test of Essentiality and staging submission. This section shows how to request a forensic analysis job to be performed and assumes that the prerequisite work has been done.


Analysis Job functions include:

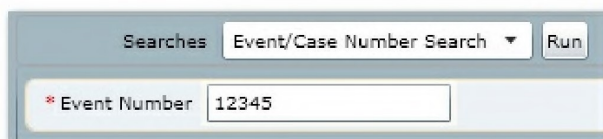
- Create Analysis Job
- View Analysis Request
- Edit Analysis Request
- Record Analysis Result
- Withdraw Analysis Request
- View Analysis Result
- Edit Analysis Result
- Acknowledge Analysis Result






It is a NSW Police Force SOP that all requests for forensic analysis or examination are recorded as an Analysis Job on EFIMS. In the event that operational requirements prevent this occurring, or EFIMS is offline, the forensic analysis request must be recoded contemporaneously in an Officer's notebook. Update EFIMS when it comes back online. Note: This SOP does not apply to professional standards investigations, covert operations and/or highly protected operations.

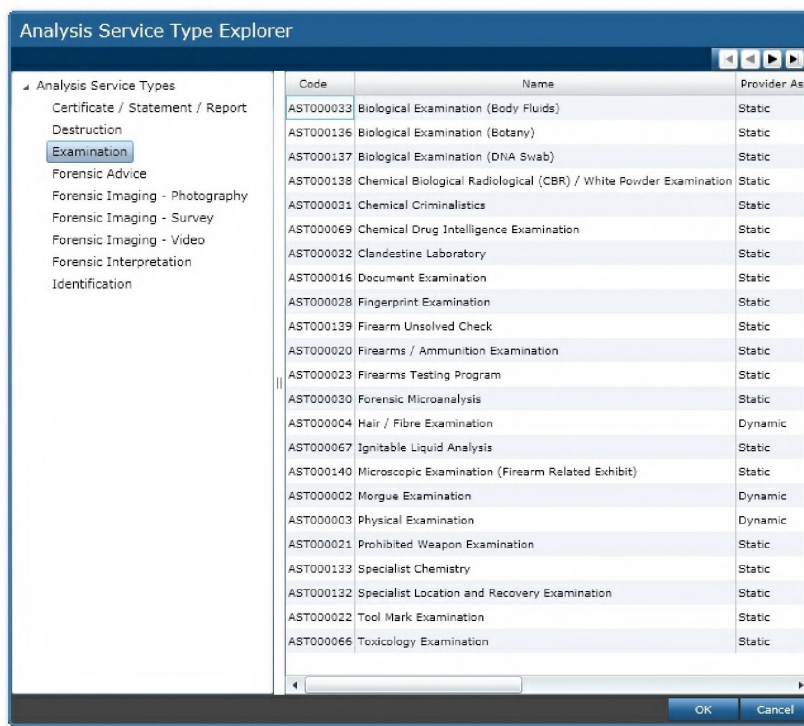
Create Analysis Job

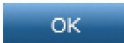



1. Select the **Jobs** menu, then **Request Analysis Job**.
2. Select the COPS **Event/Case** that the Analysis Job Request will be recorded against by using either of the following methods, note that mandatory fields are shown with *****:
 - Either, enter the event/case number directly into the field then press **Enter**
 - Or, click  at the right of the Event/Case field
 - Use an appropriate filter to display the required events.

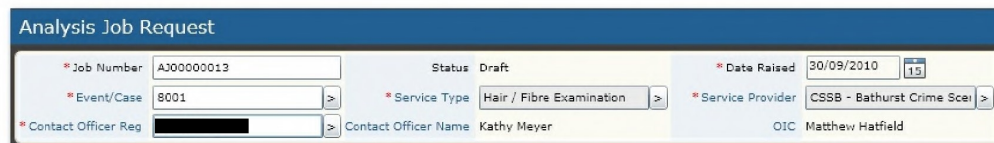


- Type in the required information and click 
- Double-click on the required event to place it in the Analysis Job.
Alternatively, select the event and click 


- Assign an **Service Type** by clicking on  at the right of the field. Drill down through the provided Service Types, select the required Service Type from the list on the right.



- Double-click on the required Service Type in the right-hand panel to insert into the Analysis Job. Alternatively, select the Service Type and click .
- Assign a **Raised on Behalf Of** officer if the job is being created on behalf of another. Click  at the right of the field.
- Select the officer name from the presented list, using an appropriate filter if necessary. Use the navigation buttons in the top right of the dialog to move through the list .
- Double-click on the required officer to insert them as the **Raised On Behalf Of** officer in the Analysis Job. Alternatively, select the officer and click .



* Job Number	AJ0000013	Status	Draft	* Date Raised	30/09/2010
* Event/Case	8001	* Service Type	Hair / Fibre Examination	* Service Provider	CSSB - Bathurst Crime Sci
* Contact Officer Reg	[Redacted]	Contact Officer Name	Kathy Meyer	OIC	Matthew Hatfield

- The **Service Provider** field will be automatically populated when the Service Type is selected.
- Click  to create the Analysis Job record. The **Edit Analysis Job Request** screen will be displayed.

10. Priority is automatically determined by the responses given under the Job Criticality Tab.
11. By default everyone can view the results of an analysis job.



Removing the tick will display an additional tab – **Result Officers**. In this case you will need to nominate those officers who can view results.






If the exhibit item being analysed was collected by a forensic services provider then consider access for the forensic investigator to view results.

12. Add exhibits using  Alternatively, double-click on the exhibits to add.




It is not possible to add the same exhibit more than once to the analysis job.

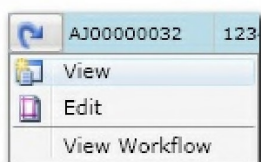
13. Complete the required fields on the **Additional Information** tab.
14. Determine any factors that need to be recorded on the Job Criticality Tab. This will determine the **Job Priority**.
15. Use the Files tab to upload electronic copies of documents if required. Click  and select files as normal. The status bar at the bottom of the screen will indicate the progress of the upload.
16. Click  to send the job directly to the chosen service provider, or click  to allow further changes to be made and submission at a later point.



To remove an exhibit from the analysis job list - click  then Remove while in Edit mode

View Analysis Request



1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs** tab.
3. Use an appropriate filter to enable the selection of an Analysis Job from the presented list.
4. To view an Analysis Job, you can do either of the following:
 - Double-click on the required Analysis Job to open it in **View** mode
 - Click  and select **View** from the menu

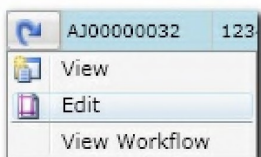


Edit Analysis Request



An Analysis Request cannot be edited once analysis has commenced. If further information is to be provided then contact the service provider directly.

1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs** tab.
3. Use an appropriate filter to enable the selection of an Analysis Job from the presented list.
4. To edit an Analysis Job, you can do either of the following:
 - Double-click on the required Analysis Job to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu

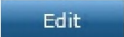



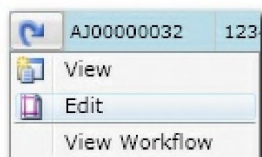
Record Analysis Result





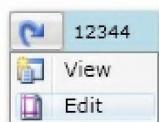
Analysis results are recorded by the forensic service provider.

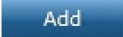




1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs** tab.
3. Use an appropriate filter to enable the selection of an Analysis Job from the presented list.
4. To edit an Analysis Job, you can do either of the following:

- Double-click on the required Analysis Job to open it in **View** mode then click  to open **Edit** mode
- Or, click  and select **Edit** from the menu





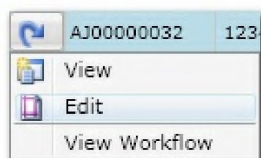
5. To edit the Exhibit that the analysis results will be recorded against from the Items tab, you can do either of the following:
- Double-click on the required Exhibit to open it in **View** mode then click  to open **Edit** mode
 - Or, click  and select **Edit** from the menu



6. Enter appropriate information in the **Details** tab.
7. Create any Sub Exhibits through the **Sub Exhibits** tab and click .
8. Create a result through the **Results** tab and click .
9. Click .
10. When the Analysis Job results have been finished click  and then .

Withdraw Analysis Request

1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs** tab.
3. Use an appropriate filter to enable the selection of an Analysis Job from the presented list.
4. To edit an Analysis Job, you can do either of the following:
 - Double-click on the required Analysis Job to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu




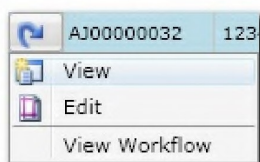
5. To withdraw a request, click  The job will remain in the list but the **Job Status** will change to Withdrawn.




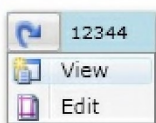
An analysis request cannot be withdrawn if the status of the job is Unassigned or Assigned. In this case, contact the forensic service provider directly to inform them that you no longer require the analysis job to be conducted.


View Analysis Result

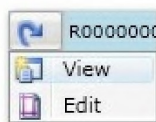
1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Job** tab.
3. Select the required **Analysis Job**, either from the list or by means of filtering the list.
4. Double-click on the required Analysis Job to open it in **View** mode. Alternatively, click  and select **View** from the menu.




5. From the Items tab double-click on the required exhibit to open it in **View** mode. Alternatively, click  and select **View** from the menu.









6. In the **Results** tab double-click on the required result to open it in **View** mode. Alternatively, click  and select **View** from the menu.





7. Click  at each stage to return to the **Analysis Job** tab level.

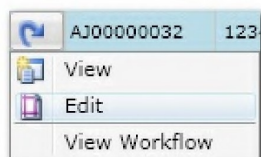
Edit Analysis Result


1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Job** tab.
3. Select the required **Analysis Job**, either from the list or by means of filtering the list
4. Click  and select **Edit** from the menu.
5. Double-click on the required exhibit description to open it in **View** mode – click  to open in **Edit** mode. Alternatively, click  and select **Edit** from the menu.

6. In the **Results** tab double-click on the required result to open it in **View** mode – click  to open in **Edit** mode. Alternatively, click  and select **Edit** from the menu.
7. Update the result record with the required data.
8. Click 

Acknowledge Analysis Result

1. Navigate to the EFIMS Dashboard.
2. Select the **Analysis Jobs Results** tab.
3. Use an appropriate filter to enable the selection of an Analysis Job Result from the presented list. Alternatively select the **Results to be Acknowledged by OIC** link from the To Do List
4. To edit an Analysis Job Result, you can do either of the following:
 - Double-click on the required Analysis Job Result to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu



5. After reviewing the information contained in the result click in the **Acknowledged** tick box.
6. Add an **Acknowledged Comment** if appropriate and click 

Analysis Job Sequencing

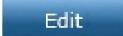

The sequence is the order that forensic analysis jobs are conducted on an exhibit. For example, a knife used in an assault may require multiple forensic analysis jobs. These could be:

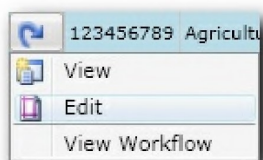
- Fingerprints
- Blood on the knife
- Marks on the knife



Correct sequencing is important to ensure that trace evidence is not contaminated or destroyed during the analysis process. EFIMS automatically ensures that best practice sequencing is the default when requesting multiple jobs on a single exhibit.

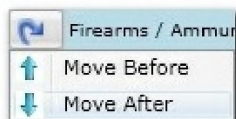
There may be operational or forensic circumstances for which EFIMS default sequencing is not applicable. To ensure the appropriate sequencing, officers should consult with forensic service providers who will assist in determining the best sequencing for maximising evidential value.

The following procedure will facilitate re-sequencing of analysis jobs:

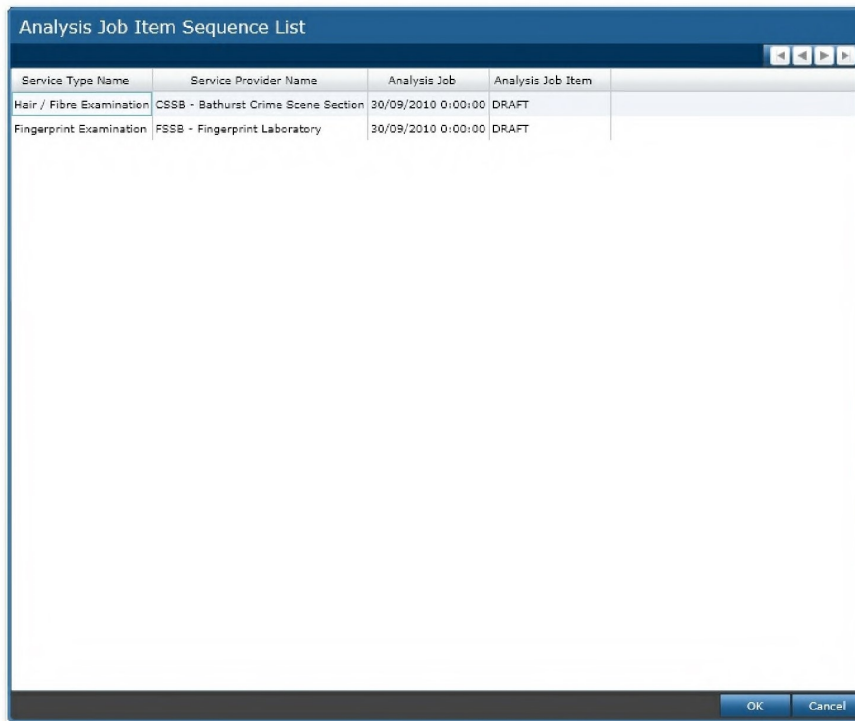
1. Navigate to the EFIMS Dashboard.
2. Select the **Exhibits** tab.
3. Use an appropriate filter to enable the selection of an Exhibit from the presented list.
4. To edit an Exhibit, you can do either of the following:
 - Double-click on the required Exhibit to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu



5. Click on Analysis Jobs tab
6. Click 
7. Click  beside the analysis job to be moved and select either **Move Before** or **Move After**



- Use the **Item Sequence List** dialog box to select the revised analysis job order.



- Click 

Miscellaneous Property

Miscellaneous Property includes all found items handed into the Police Force.

Miscellaneous Property functions include:

- Record Miscellaneous Property Entry
- View Miscellaneous Property
- Edit Miscellaneous Property
- Print Miscellaneous Property Receipt




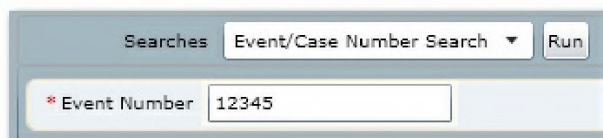
It is a NSW Police Force SOP that all miscellaneous property is recorded on EFIMS. Where EFIMS is offline, the miscellaneous property information must be recorded contemporaneously in a Miscellaneous Property Book or in an Officer's notebook and used to update EFIMS when the system is back online.





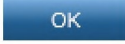

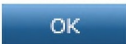


EFIMS will provide a system-generated identifier (pseudo-Event Number) for any Miscellaneous Property not recorded in COPS.


Record Miscellaneous Property Entry

1. Select the **Exhibits/Property** menu, then **Record Miscellaneous Property Entry**.
2. The COPS **Event** number is **optional** in a Miscellaneous Property item. If an Event number exists then:
 - Either, enter the event number directly into the field then press **Enter**
 - Or, click  at the right of the Event/Case field
 - Use an appropriate filter to display the required events.




- Type in the required information and click 
 - Double-click on the required event to place it in the Miscellaneous Property record. Alternatively, select the event and click 
3. In the **Find Circumstances** field enter details of how the Miscellaneous Property item was found. If there is no information, leave this blank.
 4. Click  to create the Miscellaneous Property record. The Record Miscellaneous Property screen will then be displayed with the information previously entered in the header area of the record.
 5. Enter the barcode number off the EFIMS barcode label by either using the barcode reader or typing the number in directly. Note that mandatory fields are shown with *****.
 6. Select the **Classification** by clicking  on the right of the field and selecting from the list. Filter the list by name to limit the entries displayed.
 7. Double-click on the required Classification to insert in the classification field. Alternatively, select the Classification and click 
 8. Enter a brief Description of the item. The description field will default with the Classification. Remember to change or append text as required.
 9. Enter **Quantity** and **Quantity Metric** (Total Cash, Grams, Kilograms, Metres or Unit).
 10. Select the item's **Current Location** by clicking  on the right of the field. Drill down through the provided locations, selecting the required location from the list of storage locations on the right.
 11. Double-click on the required location to insert into the current location field. Alternatively, select the location and click 


12. If the item being recorded has associated OHS warnings select the correct image from those shown. Hover over the picture to see the detail, including a description. Click on the image to apply to the Exhibit. The active **OHS Warning** will be shown in colour with a green border.
13. Select the appropriate check box from the **Photograph/Photocopy** tab, to indicate whether the item has been photocopied and/or photographed. Select the officer responsible for the photocopy/photograph and, if photographed, upload the digital image of the item.
14. From the **Collection Information** tab complete the required fields: **Collection Location**, **Collected By** (if different to the indicated officer) and the **Date/Time Collected**.
15. Complete as much information as possible in the **Additional Information** tab.
16. Record in the **Finder/Owner** tab details of the following if known:
 - Finder
 - Owner
 - Received From
 - Rival Claimant
17. The **Notes** tab allows free text to be entered against the item.
18. Select the appropriate button:



Save all the information you entered and return you to the Dashboard



Save all the information you entered and open a new, blank record Miscellaneous Property window



Save all the information you entered and open a new record Miscellaneous Property window pre-populated with information from the last item that you entered with the exception of the barcode number. Change any information that is different and save to create a similar record



Close the record Miscellaneous Property screen without saving




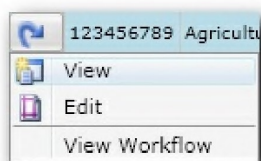
If a mandatory field is left blank, a warning will be displayed across the top of the window and the field will be highlighted red. Ensure all required fields are completed before saving.





A miscellaneous property item CANNOT be submitted for DNA analysis simply to attempt an identification of the owner.

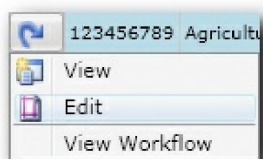
View Miscellaneous Property

1. Navigate to the EFIMS Dashboard.
2. Select the **Miscellaneous Property** tab.
3. Use an appropriate filter to enable the selection of a Miscellaneous Property item from the presented list.
4. To view a Miscellaneous Property item, you can do either of the following:
 - Double-click on the required item to open it in **View** mode
 - Click  and select **View** from the menu



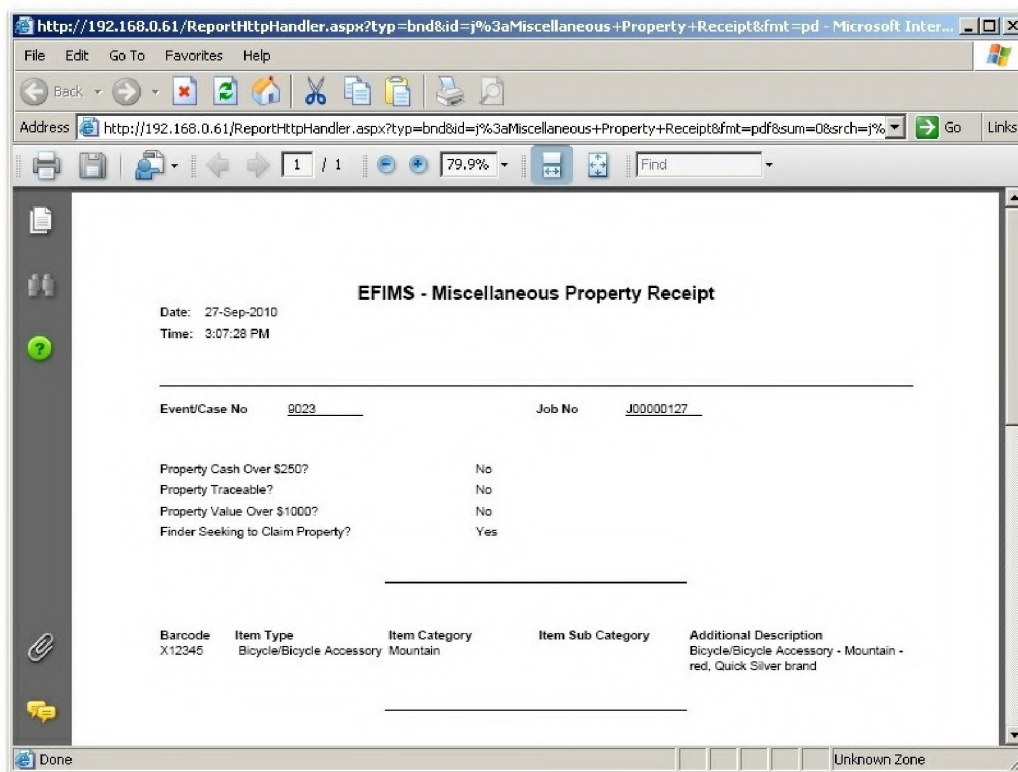
Edit Miscellaneous Property

1. Navigate to the EFIMS Dashboard.
2. Select the **Miscellaneous Property** tab.
3. Use an appropriate filter to enable the selection of an item from the presented list.
4. To edit a Miscellaneous Property item, you can do either of the following:
 - Double-click on the required Miscellaneous Property item to open it in **View** mode then click  to open **Edit** mode
 - Click  and select **Edit** from the menu



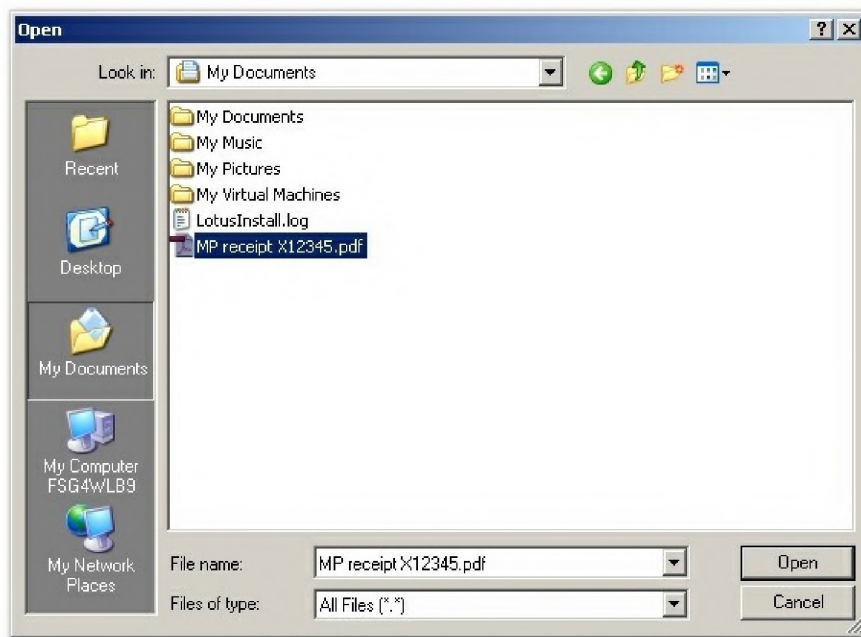
Print Miscellaneous Property Receipt

A **Miscellaneous Property** receipt will be automatically generated when the [Save+Close](#) button is selected. The report will be produced as a PDF file and displayed in a separate window.




1. Print one copy of the Miscellaneous Property receipt and have the Finder/Owner sign the receipt. Make a copy of this signed receipt. Upload the copy through the Files tab of the Miscellaneous Property record.
2. From the Files tab click [Upload File](#)

3. Select the required file from the windows Open dialog box, click 



4. The file will be displayed under the Files tab.

Photograph/Photocopy	Collection Information	Additional Information	Finder/Owner	Notes	Files	Transactions	Audit
Upload File							
	Filename	Size (bytes)					
	MP receipt X12345.pdf	8192					



Do not close the Miscellaneous Property receipt window.

If you are not ready to print the receipt either minimise the Miscellaneous Property receipt window or click on EFIMS to bring it to the front.


Converting Miscellaneous Property to Exhibit

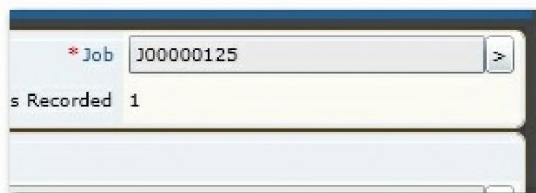
There are times when an item of Miscellaneous Property may be required to be converted to an Exhibit item. For example, if it transpires that the item is part of an investigation and needs to be associated with the Event details.

The following steps outline the process for converting.

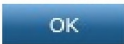


Ensure you have either the Event Number or Job Number that you wish to attach the Miscellaneous Property item to.

1. Locate the item of Miscellaneous Property that you wish to convert. See Edit Miscellaneous Property.
2. Click  to the right of the Job field (top right corner)



This will open the Job List dialog box.

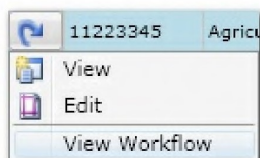
3. Either double click on the required Event Number/Job Number, or single click the Event Number/Job Number and then click 
4. The Primary Incident of the item will change to inherit the details contained in the Event. The audit log will also reflect the conversion.

View Workflow

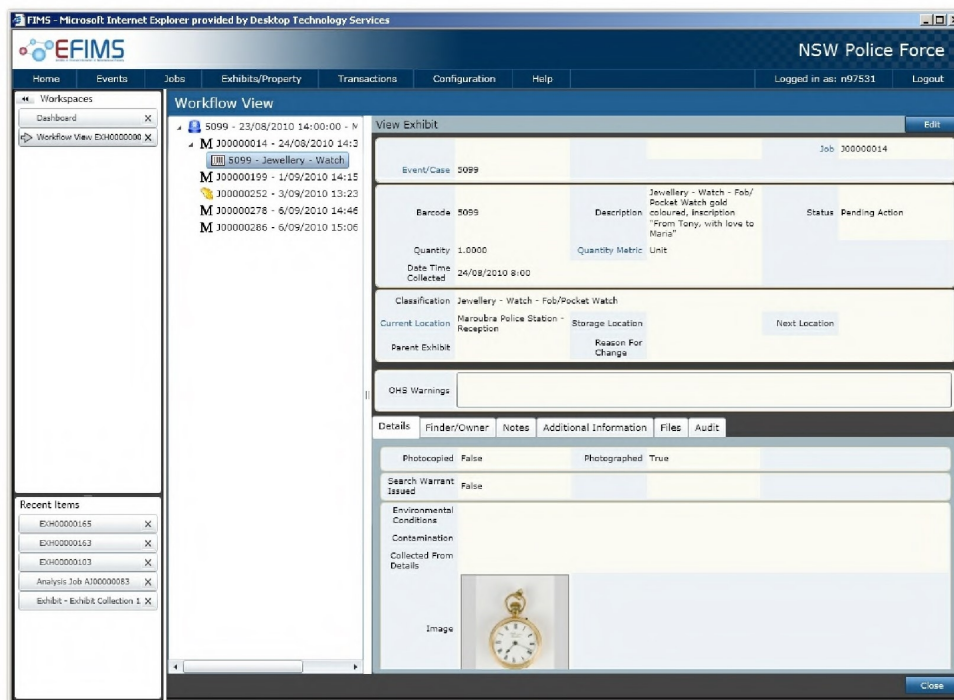
The **View Workflow** element of EFIMS allows you to view the "complete picture" of an Event and the items that it comprises: exhibits, scene attendance jobs, analysis jobs, etc.

There are two ways to bring up the Workflow View:



- Either, select  and select **View Workflow** from the menu



- Or, click  from within the item being viewed



Click on the individual items in the left pane to display the detail in the right. The following icons represent the entities:

- | | |
|---|--|
|  Event |  Scene attendance job |
|  Exhibit |  Exhibit collection job |
| M Miscellaneous Property job |  Analysis job |

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Transactions

Item movements are defined as **Transactions** in EFIMS. There are six transaction types that are differentiated by purpose and recording level. **Lists** provides a summary of all transactions. All transactions can be executed by either scanning the barcode label on an item or entering the barcode number manually.

Transaction types are:

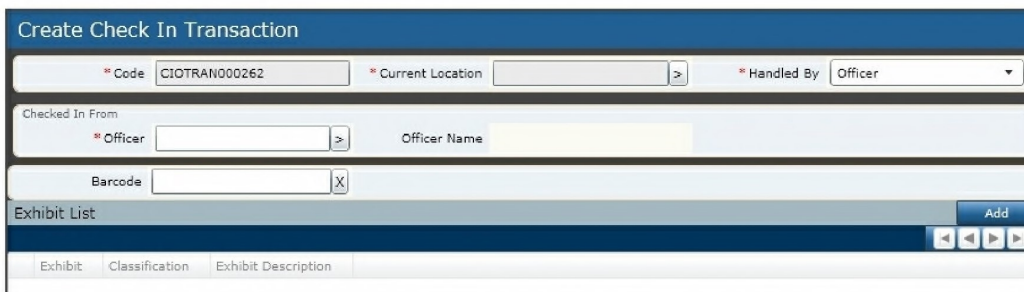
- Check In
- Check Out
- Internal Move
- Hold
- Request Move
- Dispose
- Lists


Check In

Use to accept custody of Exhibits or Miscellaneous Property items and allocate a site/ storage location for the item. An Officer's Domain (Windows) password is required for transaction verification. A receipt can be printed for signature if required.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.



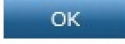
1. Select **Check In** from the EFIMS **Transaction** menu
2. The **Create Check In Transaction** screen will appear.



3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created.
4. Select the location at which you intend to store the item(s) by clicking  in the **Current Location** field. Note that mandatory fields are shown with *****.



If you do not know the storage location at this point, then check the item in to a generic site location within the organisation unit selected.

5. In the **Handled by** field select either **Officer** - if item(s) delivered by NSWPF member, or **Other** if delivered by an external person, e.g. TNT Courier, from the drop down list.
6. In the **Checked In From** region select the officer you are receiving the item(s) from in the **Officer** field.
7. In the **Exhibit List** add items to the Exhibit Transaction list. You can do this in two ways:
 - Click the  button and select items for the transaction from the list. Double click to add items to the transaction, or select and click . When all exhibits for the transaction have been selected click .
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list


Multiple items can only be selected if all items are being checked in to the same location.

8. In the **Officer Password** field get the **Checked In From** Officer to enter their COPS password. This is an electronic signature for the officer handing over the items(s).

Officer Password



The Officer Password field will only display if "Officer" is selected in the Handled By drop down list.

9. Click  to finish the Check In transaction.

EFIMS completes the transaction and updates the selected items status and current location. You then place the item(s) in that storage location.

Check Out

Use to move Exhibits or Miscellaneous Property items out of a storage location and transfer custody to another party or person. An Officer's Domain (Windows) password is required for transaction verification. Reason for check out is required to complete the transaction. A receipt can be printed for signature if required.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.

1. Select **Check Out** from the EFIMS **Transaction** menu.
2. The **Create Check Out Transaction** screen will appear.




3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created.
4. In the **Handled by** field select either **Officer** - if item(s) handed over to a NSWPF member, or **Other** if handed over to an external person, e.g. TNT Courier, from the drop down list. Note that mandatory fields are shown with *****.
5. In the **Checked Out To** region select the officer you are handing the item(s) over to in the **Officer** field.
6. In the **Exhibit List** field add items to the Exhibit Transaction list. You can do this in two ways:
 - Click the **Add** button and select items for the transaction from the list. Double click to add items to the transaction, or select and click **Add**. When all items for the transaction have been selected click **OK**.
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list
7. In the **Officer Password** field get the **Checked Out To** Officer to enter their COPS password. This is an electronic signature for the officer receiving the item(s).



The Officer Password field will only display if "Officer" is selected in the Handled By drop down list.

- In the **Reason** field select an appropriate reason from the drop down selection. If a suitable reason is not in the list, select 'other' and enter details in **Reason Details** field.

* Reason	Other	* Reason Details	
----------	-------	------------------	--

- Click  to finish the **Check Out** transaction.
- EFIMS completes the transaction and updates the selected item(s) status. You then hand over the item(s) to the person.



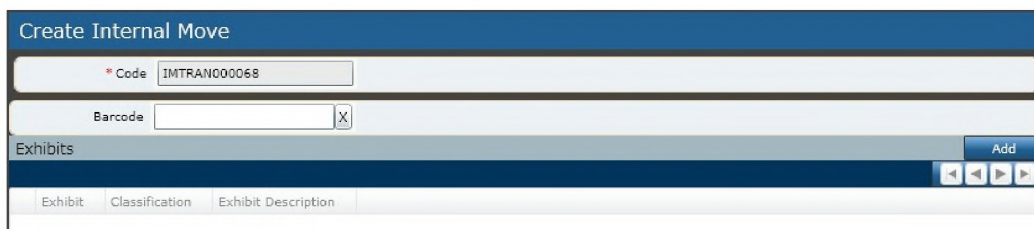
If the item(s) is/are handed over to a non-NSWPF party, then at this point print a receipt, have the person sign it, provide the person with a copy and scan and upload the signed receipt in EFIMS against that item.

Internal Move

Use for moving Exhibits or Miscellaneous Property items within a LAC or business unit from one storage location to another.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.

1. Select **Internal Move** from the EFIMS **Transaction** menu.
2. The **Create Internal Move** screen will appear.



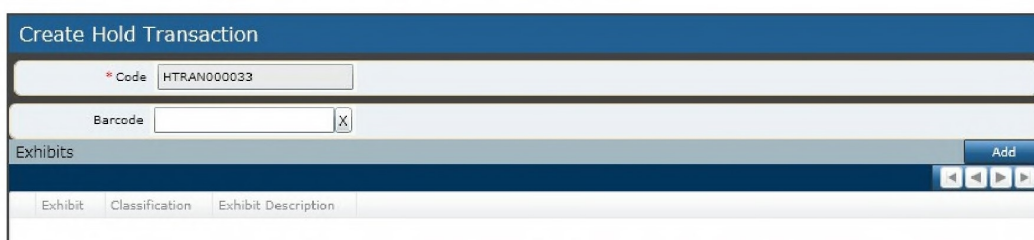
3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created. Note that mandatory fields are shown with *****.
4. In the **Exhibit List** field add the item(s) to the Exhibit Transaction list. You can do this in two ways:
 - Click the **Add** button and select items for the transaction from the list. Double click to add items to the transaction, or select and click **Add**. When all items for the transaction have been selected click **OK**.
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list
5. Select the new storage location to which you intend to move the item(s) to by clicking **>** in the **Location** field.
6. Click **Complete Internal Move** to finish the **Internal Move** transaction.
7. EFIMS then completes the transaction and updates the selected item(s) Current Location.

Hold

Exhibits and Miscellaneous Property items can be flagged for **Hold** with a date to which the item will be retained and reason for retention. Items can be retained for 'Long Term Retention', 'Pending Court Outcome' or 'Pending Further Investigation'. Items on Hold will not be flagged for disposal until the hold date has expired.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.

1. Select **Hold** from the EFIMS **Transaction** menu.
2. The **Create Hold Transaction** screen will appear.



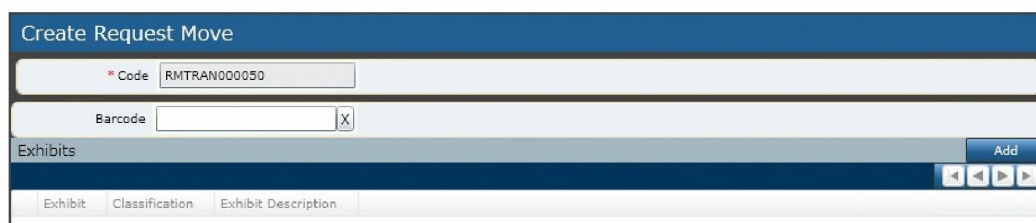
3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created. Note that mandatory fields are shown with *****.
4. In the Exhibit List field add item(s) to the Exhibit Transaction list. You can do this in two ways:
 - Click the **Add** button and select item for the transaction from the list. Double click to add items to the transaction, or select and click **Add**. When all items for the transaction have been selected click **OK**.
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list
5. In the **Hold Type** field select a reason from drop down list.
6. In the **Hold Date** field select a date by using the calendar (not available for Long Term Retention).
7. In the **Hold Comments** field enter any comments you wish to record against this hold.
8. Click **Hold** to finish the transaction.
9. EFIMS then completes the transaction and updates the selected item with a "hold to" date.

Request Move

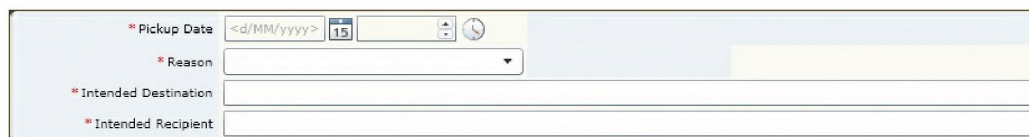
Use to flag Exhibits or Miscellaneous Property items with a date and location to which the items needs to be moved in the future. For example, officer requires exhibit for court hearing next week.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.


1. Select **Request Move** from the EFIMS **Transaction** menu.
2. The **Create Request Move** screen will appear.



3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created. Note that mandatory fields are shown with *****.
4. In the Exhibit List field add item(s) to the Exhibit Transaction list. You can do this in two ways:
 - Click the **Add** button and select items for the transaction from the list. Double click to add items to the transaction, or select and click **Add**. When all items for the transaction have been selected click **OK**.
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list



5. In the **Pick Up Date** field select a date and time using the calendar and clock tools. This is the date/time the item will be picked up.
6. In the **Reason** field select a reason for the move from the drop down list. This is the reason why the item will be picked up on the nominated date/time. If *Other* is selected the **Reason Details** field will also need to be completed.
7. Enter the **Intended Destination** for the item via free text of where the item will be located once it has been picked up.
8. In the **Intended Recipient** field enter the details of the person who it is intended will be picking up the item(s).

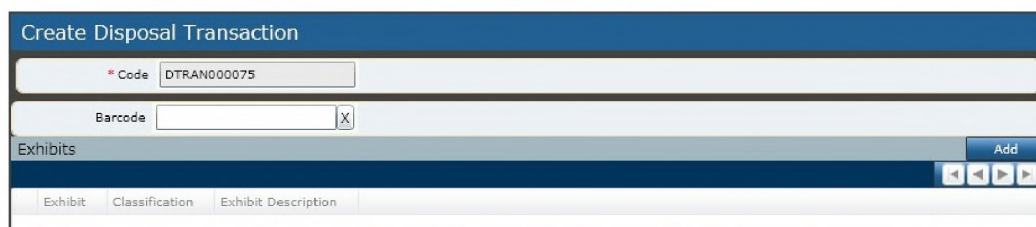
9. Click  to finish the transaction.
10. EFIMS then completes the transaction and updates the selected items(s) with the future date and location move details. A notification is then sent to the Exhibit Officer at the items current storage location advising the Move Request.

Dispose

Use to record the disposal details of Exhibits or Miscellaneous Property items **once the item has been disposed of**.

All transactions are recorded in the Audit Log. Transfers of custody for exhibits are recorded in the Chain of Custody Report.

1. Select **Dispose** from the EFIMS **Transaction** menu.
2. The **Create Disposal Transaction** screen will appear.




3. The **Code** field provides a system generated reference that uniquely identifies the transaction being created. Note that mandatory fields are shown with *****.
4. In the Exhibit List field add item(s) to the Exhibit Transaction list. You can do this in two ways:
 - Click the **Add** button and select items for the transaction from the list. Double click to add items to the transaction, or select and click **Add**. When all exhibits for the transaction have been selected click **OK**.
 - Alternatively, place the cursor in the barcode field and scan item(s) barcode(s) to add them to the transaction list



5. In the **Disposal Date Time** field select the date and time using the calendar and clock tools. This is the date/time the item was disposed.
6. In the **Disposed By** field select the person who disposed of the item from the drop down list. This will automatically populate the **Disposed By Name**.
7. In the **Authorised By** field select the person who authorised the disposal from the drop down list. This will automatically populate the **Authorised By Name**.
8. In the **Witness Name 1**, **Witness Name 2** and **Independent Witness** fields enter the names of those person(s) who witnessed the disposal.

* Disposal Method	<input type="text"/>	Location	<input type="text"/>
Person Disposed To	<input type="text"/>	ID Type	<input type="text"/>
Relationship To Property	<input type="text"/>		
Details	<input type="text"/>		

9. In the **Disposal Method** field select from the drop-down the disposal method used.
10. In the **Location** field enter the disposal location.
11. If applicable, in the **Person Disposed To** field, enter the name of the person the property was disposed to, e.g. item owner or finder.
12. If applicable, in the **ID Type** field, enter the form of identification the person you disposed the item to provided to identify themselves.
13. If applicable, in the **Relationship to Property** field, enter the relationship of the person to the property.
14. If applicable, in the **Details** field, enter any other details about this transaction you wish to record.
15. Click  to finish the transaction.
16. EFIMS then completes the transaction and updates the selected item with the disposal details and updates the items(s) status to disposed.

Lists

Transaction Lists provides a summary list of transaction types:

Check In Out List	Provides a list of all Check In / Check Out transactions conducted over a period of time
Internal Move	Produces a list of internal movement candidates
Hold Transactions	Produces a list of items that are required to be held
Request Move	Produces a list of exhibits that have had a move request made against them. This list should be run by Exhibit Officers at the start of each shift
Disposals	Produces a list of exhibits that have had a disposal transaction created for them

Disposals

EFIMS simply records the disposal action taken on an exhibit. The authorisation process is outside the scope of EFIMS.

Once the disposal has been completed through the existing process, the disposal action taken is then recorded in EFIMS. This will complete the EFIMS record for the exhibit.



Officers should ensure that exhibits have not been held unnecessarily and are destroyed or disposed of in a timely manner, and are supported by destruction certificate or appropriate records.

See Candidates for Disposal for further information on the EFIMS requirements for exhibit disposal.

Candidates for Disposal

For an Exhibit to qualify as a Candidate for Disposal it **MUST** meet the criteria as outlined below.

Major Crime exhibits where logged-in officer is OIC of parent Event/Case:

If the Exhibit Status is not "disposed"

- All Analysis Jobs are in a state of "Complete" or "Withdrawn" or "Rejected"
- The Exhibit Status is "Pending Action"
- The Exhibit Age is greater than 180 days from collection date
- The Hold Flag is FALSE or the Current Date is greater than the "Hold To Date"

Volume Crime exhibits where logged-in officer is OIC of parent Event/Case:

If the Exhibit Status is not "disposed"

- All Analysis Jobs are in a state of "Complete" or "Withdrawn" or "Rejected"
- The Exhibit Status is "Pending Action"
- The Exhibit Age is greater than 90 days from collection date
- The Hold Flag is FALSE or the Current Date is greater than the "Hold To Date"

Reports

The following reports are standard from the Dashboard **Reports** tab.

Click on a required report to run. Any mandatory fields are shown by *. A dialog box will prompt the user for input. Click  to run the report.

Reports are automatically generated as a PDF and open in a new window.

▼ Scene Attendance Job Report

Assigned Jobs By Officer - As Officer

Jobs Not Completed By Specified Date (*: Date)

Jobs By Status

▼ Analysis Job Reports

Analysis Jobs By Status (*: From Date, To Date)

▼ Exhibit Reports

Exhibits To Be Moved (*: Location)

Chain Of Custody (*: Event Number)

Exhibit Summary (*: Event Number)

Disposal Candidates

▼ Items on Hand

Exhibit Items On Hand (*: From Date, To Date, Location)

Miscellaneous Property Items On Hand (*: From Date, To Date, Location)

* denotes mandatory field when the report is run

Assigned Jobs By Officer - As Officer

Detail

A report showing the open jobs which are currently assigned to the specified officer. Users can obtain a report of their current task list without reviewing each individual job.



Closed jobs are not included in this report.

Data Items

Field	Comments
Date	Date that the report was run
Job No	Unique identifier for this row (representing one job)
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Event Date	The date that the associated event took place
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the Case/Event's Primary Incident
Location	Location of the job (eg. address for a scene attendance job)
Contact Person	Name of the contact person for the job (eg. potentially the owner of an invaded home)
Contact Phone Number	Phone number for the contact person
Additional Information	Any further free-text information
Officer In Charge Name	Name of the OIC for this job
Scene Contamination	Advice of any contaminants known to be at the scene of the job (eg. biological, chemical)
Warnings	Any additional warnings (eg. OH&S) relevant to the job – shown in a graphical “warning sign” format
Comments	This field does not contain data generated by EFIMS, but instead provides a space for Officers to write notes against the job. It will always be blank when the report is generated

Jobs Not Completed By Specified Date

Detail

This report shows, for a specified geographical/organisational area selected, the jobs which have been open for a specified period of time at report generation. This is an exception report for use by management to track internal service levels.

Data Items

Field	Comments
Date	Date that the report was run
Job No	Unique identifier for this row (representing one job)
Job Status	Current status for the job
Date Job Accepted	Date that this job was accepted and assigned
Assigned To	Officer to whom this job is currently assigned
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the Case/Event's Primary Incident
Officer In Charge Name	Name of the OIC for this job
Officer In Charge Contact Number	OIC's contact phone number
Scene Contamination	Advice of any contaminants known to be at the scene of the job (eg. biological, chemical)
Warnings	Any additional warnings (eg. OH&S) relevant to the job – shown in a graphical "warning sign" format

Jobs By Status

Detail

This report provides a summary of jobs in a particular status, for the geographical/organisational area selected. It has wide applicability – for example a search for all jobs in progress shows a snapshot of the current workload, or a search for withdrawn and rejected jobs summarises the jobs which are being terminated before completion.

Data Items

Field	Comments
Date	Date that the report was run
Job No	Unique identifier for this row (representing one job)
Job Status	Status of the EFIMS Job
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the Case/Event's Primary Incident
Job Type	Type of the EFIMS Job (eg. scene attendance, exhibit collection, analysis)
Service Type	Service type associated with the EFIMS Job
Location	Location of the job (eg. address for a scene attendance job)
Additional Information	Any further free-text information
Officer In Charge Name	Name of the OIC for this job
Officer In Charge Contact Number	OIC's contact phone number
Scene Contamination	Advice of any contaminants known to be at the scene of the job (eg. biological, chemical)
Warnings	Any additional warnings (eg. OH&S) relevant to the job – shown in a graphical "warning sign" format

Analysis Jobs By Status

Detail

This report provides a summary of analysis jobs in a particular status, for the geographical/organisational area selected. It provides a summary of the in-scope jobs which can be used to track job load for a point in time, or jobs entering a particular status over the report period (eg. jobs completed in the past month).

Data Items

Field	Comments
Date	Date that the report was run
Job No	Unique identifier for this row (representing one job)
Job Status	Status of the EFIMS Job
Assigned To	The officer or analyst to which this job is currently assigned
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the Case/Event's Primary Incident
Service Group	The group associated with this job's service type
Service Type	Service type associated with the EFIMS Job
Item Barcode	Unique identifier for the item
Item Type	Details of an exhibit associated with this job. Note that there may be several exhibit records for each job, to be shown as additional sub-rows
Item Category	
Item Subcategory	
Additional Description	Extra free-text description of the item

Exhibits To Be Moved

Detail

Each day items require packing/movement to and from other LACs, analysis service providers and other locations (eg. court). This report provides a summary view of the items which require movement, allowing exhibit officers to collect and pack them in readiness for collection.

Data Items

Field	Comments
Service Provider	The service provider to/from which this item is moving (note that this is shown as a row rather than column)
Barcode	Unique identifier for the item
Type	
Category	Captures the item's location in the categorisation hierarchy
Subcategory	
Exhibit Additional Description	Extra free-text description of the item
From Location	The item's current location within its storage area (eg. shelf location)
Service Group	The group of the service for which the item is being transferred (if available)
Service Type	The type of service for which the item is being transferred (if available)
EFIMS Movement Job No	The id of the related EFIMS movement job for which this item is being moved
Planned Movement Date	Date that this item's movement is scheduled to occur

Chain Of Custody

Detail

EFIMS supports compliance with the criminal justice system's requirement that continual chain of custody be demonstrated for all items submitted as evidence. The EFIMS "Chain of Custody Report" is a printable document that shows changes in exhibit custody by date, time, location, officer and reason. The Chain of Custody report can be attached to an officer's Statement of Evidence (as part of a Brief) attesting to continual custody of the exhibit.

The Chain of Custody report shows a history of custody for an item or selection of items. The report is similar to the Exhibit Movement History, but includes all transfers of custody even if the exhibit does not undergo a movement to an external location (eg. an investigator removes an exhibit from the exhibit room to show a witness). If an event/incident is being displayed, all exhibits associated with that event/incident will be displayed.

Data Items

Field	Comments
Date	Date that the report was run
Case/Event	Unique identifier for this item's parent case/event
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the listed Case/Event's Primary Incident
Officer In Charge (OIC)	Name of the OIC for the listed Case/Event
OIC Contact No	Contact Phone number of the OIC for the listed Case/Event
Seal No	Where available, the unique identifier for the seal on this item's packaging (eg. for drug exhibits)
Barcode	Unique identifier for the exhibit
Type	
Category	Captures the exhibit's location in the categorisation hierarchy
Subcategory	
Exhibit Additional Description	Additional free text description of the exhibit, if present
Transfer Date	Date of the custody change
Collected From (Custodian)	Person that gave up custody of the exhibit
ID/Organisation	If the person who gave up custody of the exhibit is a police officer, this field is to display their registered number. If it is a person from an

Field	Comments
	external agency (service provider/courier), the field is to display their organisation. Consequently this data is derived from other fields based upon the type of person listed in the previous field
From Location	Geographic/Organisational Unit of the person who gave up custody of the exhibit
To (Custodian)	Person that took custody of the exhibit
ID/Organisation	If the person who took custody of the exhibit is a police officer, this field is to display their registered number. If it is a person from an external agency (service provider/courier), the field is to display their organisation. Consequently this data is derived from other fields based upon the type of person listed in the previous field
To Location	Geographic/Organisational Unit of the person who took custody of the exhibit

Exhibit Summary

Detail

The Exhibit Summary shows a view of all exhibits in the scope of the report (typically a job or event/case). This report will show a summary of all exhibits associated with the event/case.

Data Items

Field	Comments
Date	Date that the report was run
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the listed Case/Event's Primary Incident
Officer In Charge (OIC)	Name of the OIC for the listed Case/Event
OIC Contact No	Contact Phone number of the OIC for the listed Case/Event
Barcode	Unique identifier for the item
Item Type	
Item Category	Captures the item's location in the categorisation hierarchy
Item Subcategory	
Additional Description	Extra free-text description of the item
Collection Date	Date that the item was originally collected
Current location	The business area which is currently holding the item
Status	Status of the item

Disposal Candidates

Detail

The Disposal Candidates report provides a summary view of items which, at face value, meet the requirements for disposal. Disposal candidacy rules are detailed in Candidates for Disposal.



Disposal candidacy does not automatically qualify an item for disposal – an authorisation process outside of EFIMS is still required. The report simply identifies the items for which that process could potentially begin.

Data Items

Field	Comments
Date	Date that the report was run
Case/Event No	Unique identifier for the case or event with which this EFIMS Job is associated
Primary Incident	A concatenated field, capturing the Incident Category and Further Classification Data for the listed Case/Event's Primary Incident
Officer In Charge (OIC)	Name of the OIC for the listed Case/Event
OIC Contact No	Contact Phone number of the OIC for the listed Case/Event
Barcode	Unique identifier for the item
Item Type	
Item Category	Captures the item's location in the categorisation hierarchy
Item Subcategory	
Additional Description	Extra free-text description of the item
Collection Date	Date that the item was originally collected
Status	Status of the item
Court Date	Date of the last court action for this item's associated case/event (if present)
Last Hold To Date	Date that the last hold placed on this item expired

Exhibit Items On Hand

Detail

Some NSW Police exhibit stores contain large numbers of items which can be complex to track and manage. The Exhibit Items on Hand report provides a summary of items held, either overall or for items collected within a specified date range. Apart from providing a simple way to review exhibit room holdings, this report can also assist in the auditing of exhibits.

Data Items

Field	Comments
Barcode	Graphically depicted barcode representing the unique identifier for this exhibit
Status	Current Status of the Item
Type	
Category	Captures the exhibit's location in the categorisation hierarchy
Subcategory	
Exhibit Additional Description	Additional free text description of the exhibit, if present
Current Location	Current (expected) shelf location for the exhibit
Collection Date	Date that this exhibit was originally collected
Last Movement Date	The date that this item last changed location

Miscellaneous Property Items On Hand

Detail

Some NSW Police exhibit stores contain large numbers of items which can be complex to track and manage. The Miscellaneous Property Items on Hand report provides a summary of items held, either overall or for items collected within a specified date range.

Data Items

Field	Comments
Barcode	Graphically depicted barcode representing the unique identifier for this item
Status	Current Status of the item
Type	
Category	Captures the item's location in the categorisation hierarchy
Subcategory	
Additional Description	Additional free text description of the item, if present
Current Location	Current (expected) location for the item
Collection Date	Date that this item was originally collected

Hints & Tips

Field Label Hyperlinks

Click on any blue field label to view underlying information.

Event/Case	12345
Service Type	Disposal of fire prohibited wea
OIC	Ben Green

This is a hyperlink to take you directly to that point in the system. For example:

Event/Case	View Event/Case screen
Current Location	View Location screen
Collected By	View Officer screen
Service Type	View Analysis Service Type
Service Provider	View Service Provider

Calendar Tool

September 2010						
Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Date Selector

Click on a date to select and place in the EFIMS date field

Click ► to display the previous month

Click ◀ to display the next month

Click the **Month Year** title to display the Month selector

2010			
Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Month Selector

Click on a month abbreviation to display that month in the selected year

Click ► to display the previous year

Click ◀ to display the next year

Click the **Year** title to display the Year selector

2010-2019			
2009	2010	2011	2012
2013	2014	2015	2016
2017	2018	2019	2020

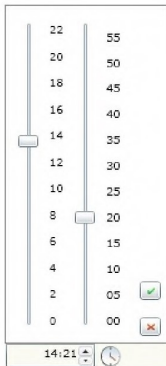
Year Selector





Click on a year to display the months in the selected year

Click ► to display the previous decade

Click ◀ to display the next decade

Time Tool



-  Left slider changes the hours in two hour increments
-  Right slider change the minutes in five minute increments
-  Green tick accepts the chosen time and place in the EFIMS time field
-  Red cross cancels time selection

Item Damage

Record any details of major damage to the item in Description field. Any minor damage should be recorded in the Notes Tab