FACILITY COP

Prison and jail incident mapping and database software

Contents

About FacilityCop

FacilityCop is a software program adapted from the SchoolCop source code originally written by Abt Associates Inc. and licensed to the National Institute of Justice. FacilityCop has been upgraded with the latest third party extensions and some program functionality has been adjusted for the corrections environment. The original SchoolCop software is available from Abt Associates Inc. at www.schoolcopsoftware.com. For information regarding SchoolCop, please contact Tom Rich, School COP Project Director (tom_rich@abtassoc.com). The authors gratefully acknowledge the assistance of Mr. Rich in the adaptation of the original software.

Installing the software

FacilityCop is available as a free download from http://www.temple.edu/cj/faccop. On visiting the web site, you will be asked for some contact information. Once this basic contact information has been completed, you will be rerouted to the download page.

The software can be downloaded as a self-extracting zip file. Once downloaded, open the zip file and run the program called Setup.exe. This will install the software. You must have administrator rights to your desktop or notebook computer to complete the installation.

Once the software is installed you are ready to begin preparing the program. If the program has installed

without any messages or problems please go to the Getting started section of this manual on page 3.

Possible messages during installation

During the process of installing the software, it is possible that you may see some messages (such as the one below). If you are advised that a file you are copying is older than the file already on your computer, then you are advised to keep the files that are currently on your computer.
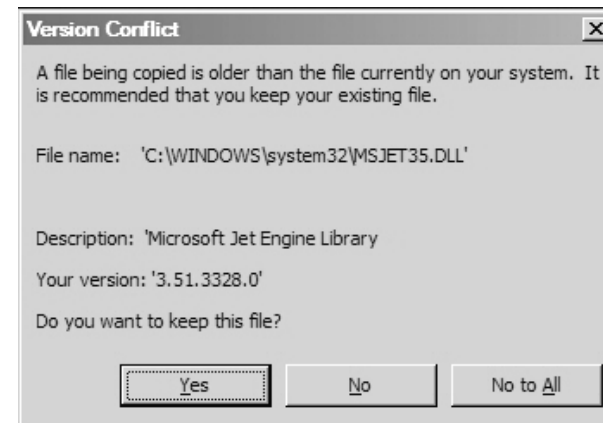
You have successfully installed the software when you see the following message:
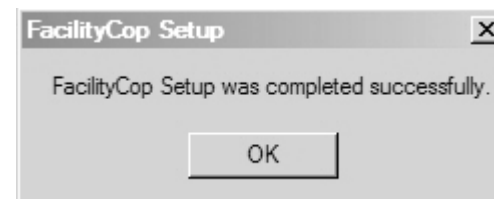
Log-in username and password

The default login details are as follows:

Username: prison

Password: prison

Please read the Important information regarding passwords section on page 20. **This section has important information regarding data security.**

Getting started

Once the software has been installed, the first task should be to set up the mapping feature. If you do not have access to floor plans of your facility, then this stage can be skipped and the software can be used as an incident database. However the strength of the software is in the mapping and report graphing features. If you will have access to floor plans at a later date, then the floor plan maps can be registered at a later time.

Start FacilityCop by clicking Start > Program Files > FacilityCop > FacilityCop

The administrative functions button of the main menu will give you access to the map register facility. A full description of how to register maps can be found in the Registering maps section on page 13.

Once the facility maps are registered, the next stage is to set up the database. This sets up the range of options available for a number of database items. For instance, your facility may have three shifts, called A-shift, B-shift

and C-shift. These can be entered into the database so that they are an option available from drop-down menus on both the incident entry screen and the incident search screen. The latter will enable you to find all incidents that occurred when shift B were on duty, for example.

You may then decide that you wish to be able to search on the type of weapon used in any assault. The database options can also be customized in this screen. There are a range of options that can be customized, and the section of this manual that deals with setting up the database will help you. See the Setting up the database section on page 15.

You are now ready to begin entering your incidents. The Enter / Edit Facility Incidents menu item provides the route to this, and in this manual you can either read about the Enter / Edit Facility Incidents screen directly (on page 4) or read a brief guide to entering your first incidents on page 16. Users who are new to the software, or to managing databases might find the brief guide the most useful.

Once you have entered a number of incidents, you may want to either map the results (see page 11) or print out a table or graph (see page 10).

Main menu

The main menu is the central hub for the program, and is displayed after a valid Login ID and password are entered. There are six buttons, as follows:
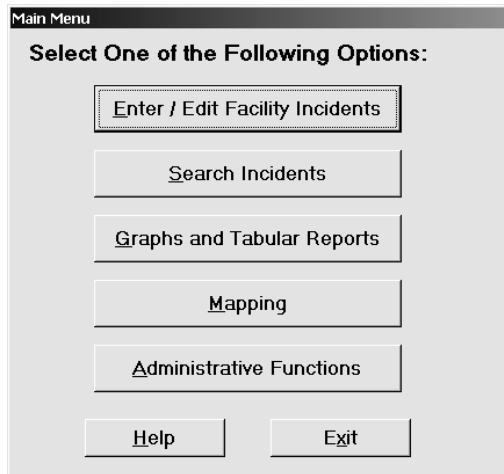
Enter / Edit Facility Incidents – this button accesses the incident screen.

Search Incidents – this button accesses the search screen.

Graphs and Tabular Reports – this button accesses the graph and tabular reports screen.

Mapping – this button accesses the incident mapping features of the program.

Administrative Functions – this accesses the administrative part of the software.

Exit – this button closes the program.

Help – this button opens this help file.

Enter / Edit Facility Incidents

This screen is the main interface where new incidents are entered, or previously entered incidents can be edited and corrected. Please note that you can not change any information on this form unless it is highlighted in yellow.

If you have a new incident to add, click the Add new button. You can then enter details of the new incident. If you want to edit the details of a previously-entered incident, then locate the incident and click the Edit button. When the information fields are highlighted in yellow, you can edit the information. You can locate a

previously-entered incident by scrolling through the incident list using the arrow buttons. |<< returns to the first incident in the list, >>| scrolls to the last entry in the list, << moves back one incident, and >> advances by one incident.

The following section describes the editable features on this screen, and the section that comes after explains the use of the Buttons on this screen.

Editable features

Incident #: It is helpful to assign a unique incident number to each incident. The next incident number automatically appears on the screen - the next incident number is computed by adding one to the highest existing incident number. Please note that when the system computes the next incident number, non-numeric incident numbers are ignored, and if you wish, the generated incident number can be changed.

Incident Date: Enter the date when the incident occurred (in mm/dd/yy format).

Incident Time: Enter the time when the incident occurred (in 24-hour, four digit format, from 0 to 2359).

Entered By: Enter the name of the person who entered the incident.

Entry Date: The entry date defaults to the current date.

Facility: If you have created more than one facility in the administrative section of the program, then you can select a facility from the drop down list, which contains all the facilities entered on the Administrative section.

Area: Select an area from the drop down list, which contains all the areas associated with the selected facility. If no facility was entered, or if the facility was not selected from the facility drop down list, then the area drop down list contains all areas entered on the Area Screen.

Location: Select a location from the drop down list, which contains all the locations associated with the selected facility and area, as entered in the Location Screen. If no facility or area was entered, or if the facility (or the area) was not selected from the facility (area) drop down list, then the location drop down list contains all locations entered on the Location Screen.

Incident Type: Select an incident type from the drop down list, which contains all the incident types entered on the Incident Code Screen.

Severity: If an incident type was selected from the incident type drop down list, the severity of this incident type automatically appears in the severity box. The default severity may be overridden.

Weapon: Select a weapon type from the drop down list, which contains all the weapon types entered on the Weapon Code Screen.

Special Circumstances: Select a special circumstance from the drop down list, which contains all the special circumstance codes entered on the Special Circumstances Code Screen.

Reported By: Enter the name of the person who reported the incident.

Investigator: Enter the name of the person responsible for investigating the incident.

Status: Select a status code from the drop down list, which contains all the status codes entered on the Status Code Screen.

Other Agency Case Number: Enter a case number obtained from another agency (e.g., a police or probation department).

Narrative: Enter any additional comments about the incident in the narrative section.

Buttons on this screen

There are a number of buttons that are common to many forms in the software. Beyond these, the following options are available:

Enter / Edit People Involved: Clicking this button displays the People Involved Screen, where you can enter information about people involved in the incident (or look at or edit information already entered). This button is disabled if you are currently adding a new incident or editing an existing incident. That is, when entering all information about a new incident, you must first enter information on the main Incident Screen and then save this information, by clicking the Save button. Once information on the main incident screen has been saved, you can click the Enter / Edit People Involved button to add information about the people involved in the incident.

Incident Report: Clicking this button displays the incident report for the currently displayed incident in the Tabular Report Print Preview Screen, where the report can be printed. The incident report can be a hard-copy document of the incident for filing in a prisoner's folder or for distribution to other agencies.

List Summary: Clicking this button displays a summary of the current set of incidents in the Tabular Report Print Preview Screen, where the report can be printed.

Graph: Clicking this button displays the Graph Screen and a bar graph showing the number of incidents in the current set of incidents by month.

Map: Clicking this button displays the location of the current set of incidents on the Quick Map Screen. List option is only available if the current set of incidents includes only a single facility and area.

Don't forget that there are a number of common buttons on this form.

Search incidents

The search criteria screen can be accessed from the Main Menu by selecting Search Incidents. The Search Criteria Screen is used to search for a specific set of incidents, such as all incidents that occurred in a given area of a facility or all incidents involving persons with certain characteristics.

The screen shows all the fields on the main Incident Screen and the People Involved Screen, any combination of which can be used in a single search.

Wildcards can be used in all fields except the incident date and time:

> The question mark (?) signifies any single character.

> The asterisk (*) signifies zero or more characters.

> The hyphen (-) can be used to specify a date or time range.

If you want to be able to map the incidents meeting your criteria, you must include a facility and an area that have an associated map in your search criteria.

Once your chosen search criteria have been selected, click Search, one of the buttons on this form.

Incident fields on this screen

Incident #: Enter a complete or partial incident number in this box. For example, to search for all incidents with incident numbers beginning with 20, enter 20*. Hint: To search for a single incident with a known incident number, you can also go the main Incident Screen and click the Find button.

Incident Date: Enter a single date (mm/dd/yy format) or a date range by separating the two dates with a hyphen (-).

Incident Time: Enter a single time (in military format, from 0 to 2359) or a time range by separating the two times with a hyphen (-).

Facility: Select a facility from the drop down list, which contains all the facilities entered on the Facility Screen.

Area: Select an area from the drop down list, which contains all the areas entered in the Area Screen.

Location: Select a location from the drop down list, which contains all the locations entered in the Location Screen.

Incident Type: Select an incident type from the drop down list, which contains all the incident types entered on the Incident Code Screen.

Severity: Select a severity classification from the drop down list, which contains all the severity types entered on the Severity Screen.

Weapon: Select a weapon from drop down list, which contains all the weapons entered on the Weapons Code Screen.

Special Circumstances: Select a special circumstance from the drop down list, which contains all the special circumstances entered on the Special Circumstances Screen.

Reported By: Enter a complete or partial name (using the appropriate wildcards) in this box.

Investigated By: Enter a complete or partial name (using the appropriate wildcards) of the investigator.

Status: Select a status code from the drop down list, which contains all the status codes entered on the Status Code Screen.

Other Agency Case Number: Enter a complete or partial number (using the appropriate wildcards) in this box.

Narrative: Use this text box to search for incidents whose narratives contain certain words. IMPORTANT: the desired word must have an asterisk on either side of it. That is, if you want to search of all incidents whose narrative include the word drugs, enter *drugs* in the text box. Entering only the word drugs will search for those narratives that contain only the word drugs.

Person fields on this screen

Fields on this screen are taken from the People Involved Screen.

Person Name: Enter a complete or partial name (using the appropriate wildcards) in this box.

Date of Birth: Enter a single date (mm/dd/yy format) or a date range by separating the two dates with a hyphen (-).

Gender: Select M or F from the drop down list.

Race: Select a race from the drop down list, which contains all the races entered on the Race Code Screen.

Special Characteristics: Select a special characteristic from the drop down list, which contains all the special characteristics entered on the Special Characteristics Code Screen.

Person Type: Select a person type from the drop down list, which contains all the person types entered on the Person Type Screen.

Facility: Select a facility from the drop down list, which contains all the facilities entered on the Facility Screen.

Inmate ID: Enter a complete or partial (using appropriate wildcards) inmate ID number.

Grade: Select a grade from the drop down list, which contains all the grades entered on the Grade Screen.

Contact Information: Enter a complete or partial (using the appropriate wildcards) listing of contact information in this box.

Involvement: Select an involvement type from the drop down list, which contains all the involvement types entered on the Involvement Type Screen.

Action Taken: Select an action taken type from the drop down list, which contains all the action taken codes entered on the Action Taken Screen.

Action Taken Start Date: Enter a single date (mm/dd/yy format) or a date range by separating the two dates with a hyphen (-).

Action Taken End Date: Enter a single date (mm/dd/yy format) or a date range by separating the two dates with a hyphen (-).

Comments: Use this text box to search for incidents whose comments about a particular person contain certain words. IMPORTANT: the desired word must have an asterisk on either side of it. That is, if you want to search of all incidents whose comments about a person include the word gang, enter *gang* in the text box. Entering only the word gang will search for those comment section that contain only the word gang.

Buttons on this screen

Search: Clicking the Search button executes the search and displays any incidents that match the search criteria in the main Incident Screen.

Cancel: Clicking the Cancel button cancels the search and displays the Main Menu.

Graphs and Tabular Reports
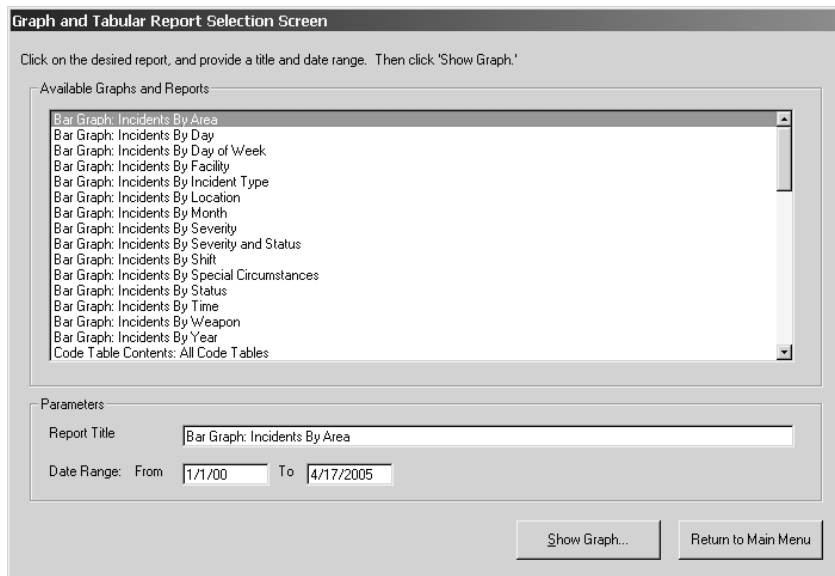
This screen is accessed directly from the Main Menu, by selecting Graphs and Tabular Reports. The Graphs and Tabular Reports Screen displays a list of available graphs and tabular reports. These include reports that present facts about incidents (or activities) meeting specific criteria and reports that count the number of specific types of incidents (or activities) occurring by month.

Tabular reports are displayed (i.e., previewed) on the Previewing Tabular Reports Screen. From this screen, reports can be printed, if desired. Graphs are displayed on the Graph Screen, where they can be manipulated and printed, if desired.

Fields on this screen

List of available reports: The list box on the screen shows the available tabular reports. Select the desired report by clicking on the description of the report.

Report Title: Enter in this box the title you want for the report. A default title is supplied.

Date Range: Enter a date range that describes which incidents you want included in the report.

Sort By (tabular reports only): For tabular reports, this drop down list shows the possible ways that the report can be sorted.

Buttons on this screen

Show Report (or Show Graph): Clicking the Show Report button builds the report and displays it in the Previewing Tabular Reports Screen. If the selected report is a graph, the graph is displayed on the Graph Screen.

Return to Main Menu: Clicking this button cancels the report and displays the Main Menu.

Mapping

The general purpose Mapping Screen enables you to build a multi-layer map showing incidents and crimes occurring in a specific facility and area. The screen is accessed directly from the Main Menu, by selecting "Mapping."
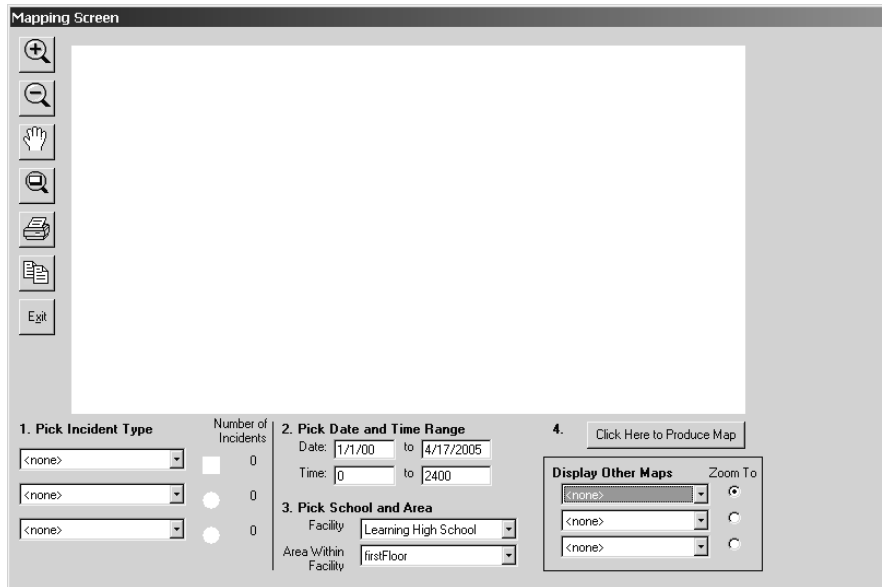
To build a map:

1. Select the facility incident data you want to map (i.e., pick your data layers).

2. Select an item in any or all of the three drop down lists under the Pick Incident Type heading.

3. Pick a date and time range.

4. Pick a facility and area.

5. Click the button "Click Here to Produce Map."

To remove a map layer:

1. Select the <none> item in the drop down list under the Pick Incident Type heading.

2. Click the button "Click Here to Produce Map" to rebuild the map.

Map icons and legend:

The color and shape of the map icons vary for each of the three drop down lists under the Pick Incident Type heading.

The first drop down uses a red symbol.

The second drop down uses a green symbol.

The third drop down uses a blue symbol.

In the map window, the size of the icon varies according to the number of incidents at a particular location.

In the map legend (next to the three drop down lists under the Pick Incident Type heading), the largest size icon for the particular data layer is displayed, along with the number of incidents associated with that size icon.

For example, if an "8" is displayed next to the red symbol in the legend, 8 is the number of incidents at each

location that displays this size red symbol. An icon in the map window with half the area of the icon associated with 8 incidents has 4 incidents associated with it.

Displaying other map layers

You can display other map layers by clicking any of the three drop down lists under the Display Other Maps heading. The maps that appear in the drop down lists are those that were registered on the Register Map Screen. When you select a map, it is automatically displayed; you do not need to click the Click Here to Produce Map button.

By far the most common use for these buttons is to display shapefiles that you have obtained that overlay properly with the shapefile that you have associated with a particular institution and area. Displaying other map layers on top of bitmap images generally doesn't work, either because the area bitmap file will be hidden from view or because the two maps will have different coordinate systems and thus will not overlay properly.

Buttons on this screen

Drop Down Lists under the heading Pick Incident Type: Use these drop downs to select the data you want to map. If no data have been selected, <none> appears in the drop down.

Pick Date and Time Range boxes: Use these text boxes to specify date and time ranges. The same date and time range apply to all the data layers.

Pick Facility and Area boxes: Use these drop down lists to select the facility and area.

Click Here to Produce Map button: Clicking this button starts a search for all the incidents that meet the specified criterion and then builds a map showing the incidents that meet the search criterion.

Display Other Maps Drop Down Lists: Use this button to displays maps that have been registered on the Register Map Screen. This is generally used only to display shapefiles that you have obtained that overlay properly with the shapefile that you have associated with a particular facility and area.

Zoom To buttons in the Display Other Maps area: Click on one of these buttons to show the full extent of a map listed in the Display Other Maps Drop Down Lists.

Map Manipulation buttons: These can be used to reposition the map, as necessary.

Print button: Clicking this button gives you the option of sending either just the map window or the entire mapping screen to the default printer.

Copy button: Clicking this button copies the contents of the map window to the Windows clipboard. From there, the map can be pasted into other applications, such as word processing or presentation software.

Exit button: Clicking this button closes the mapping screen and redisplays the Main Menu.

Administrative Functions
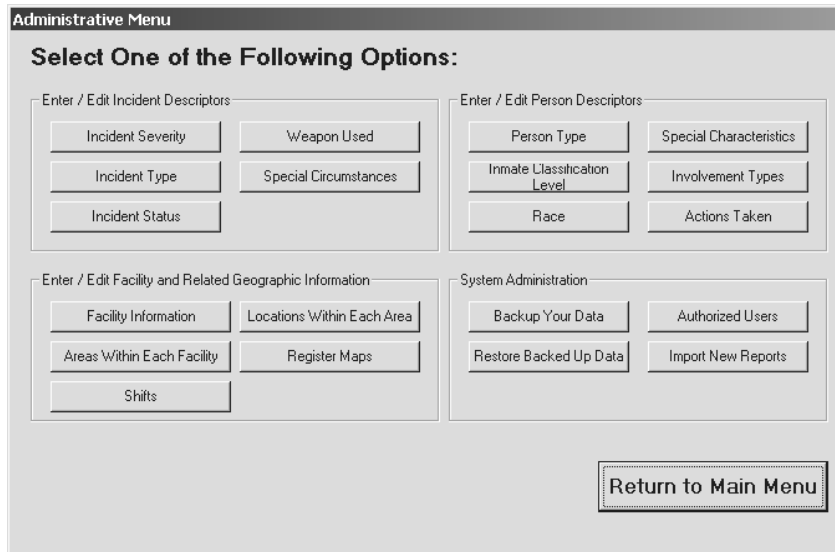
This screen is accessed directly from the Main Menu, by selecting "Administrative Functions. The Administrative Menu provides access to a number of different administrative functions, such as entering codes used to describe incident characteristics and persons involved in incidents.

Each button activates a further range of program options. As a start, using the range of Facility information options would be the best starting point. Setting up the facility information works as follows:

Registering maps

This section describes the process of setting up the mapping facility.

To begin, you will need scanned images of the floor plan of your facility. These will need to be in a standard Windows bitmap format, with a *.bmp filename extension. For example, groundfloor.bmp.

If your facility already maintains floor plans in MapInfo or ArcGIS, then these floor plans can easily be converted to a bitmap image. See the later section on Bitmaps from MapInfo or ArcGIS, on page 16.

Enter some basic information first

If you haven't already done so, enter some basic information about your Facility.

1. Click Administrative Functions from the Main Menu.
2. Click Facility Information
3. Click Add New. The fields turn to yellow, indicating that they are now editable. Enter details.
4. When complete, click Save.
5. Click Exit to return to the administrative functions menu.

Import map areas

From the Administrative functions menu, click 'Areas within each facility'

1. In the top section, use the << or >> buttons to select the desired facility, if you have more than one.

1. Click Add New.

2. Click Pick Map For This Area, and then select the bitmap image with the floor plan.

3. Enter a suitable name in the yellow field next to Area Name (for example, you could type "First floor").

4. Type a brief description of the location in the yellow Description field.

5. When you have finished, click Save.

6. If the save is successful, the yellow fields will return to a white background. Click Exit to return to the Administrative Menu.

Locations Within Each Area

The final stage is to actually tell the software which locations exist within each map area. These locations will be where the colored graduated symbols appear.

1. Click Locations Within Each Area (on the Administrative Functions menu).

2. Use the navigations buttons at the top of the dialog box to locate the correct map (|<<, <<, >>, or >>|). The map name appears in the Facility and Area boxes.

3. Click Add New.

4. Enter the name of a location in the yellow Name field (for example, "Staff kitchen").

5. Enter a suitable description in the description field, if you wish.
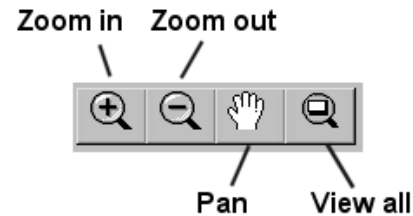
The next stage is to register a location in the map image (which should appear in the right-hand window).

When you click on the map image, you register a location. However prior to selecting an area, you can scroll around the image.

Use the Zoom in, Zoom out, Pan and view all images to navigate around the map. Simply click on a button and then click on the map. For example, if you click on the Pan button, you can then click in the image and drag the map around the screen. Alternatively, you can click the Zoom in button and then click the map. Where you click will be the center location of a zoomed map image.

When you can clearly see the location you wish to register (for example, the center of the staff kitchen), then click on the map at the location.

A red cross appears at the location, and the selected image pixel appears in the Geographic coordinates X and Y box.

Click Save to confirm the location.

If you make a mistake, click Undo. Be advised that this will put you back to the stage where you will have to click Add New.

Continue with this process until all of the locations you wish to process have been registered.

Repeat this with as many maps and locations as you wish to register. If further locations become necessary later, simply add them at a later time.

Setting up the database

An important first stage before entering incidents is to set up the database. When incidents are entered, the user is able to select from a menu of items in each category. For example, in the weapon used category, a drop down list may include knife, gun, razor, pick or shive. However, the user can not simply enter these items as incorrect spelling or choice of term would limit the aggregation search benefits.

Therefore, the software administrator should enter these items into the database to make them available.

For example, to make the above list available, they must be entered through the Administrative Functions menu item, as follows.

1. From the main menu, click Administrative functions.

2. Click Weapon Used.

3. Click Add New.

4. In the yellow box next to Weapon code, type "Knife"

5. Add a description in the yellow Description box if you wish.

6. Click Save.

7. If you make a mistake, then click Undo. If you have already saved the record, click Delete.

8. If you wish to add another weapon, click Add New again.

9. Click Exit to return to the previous menu.

If you later find that you wish to add more categories of weapon type, then simply return to the Administrative functions menu.

Other lists:

The same process can be used to enter items for:

>**Incident Severity**

>**Incident type** (this is a useful category to record if the incident was inmate-staff, inmate-on-inmate etc)

>**Incident status** (for example, under investigation, closed, etc.)

>**Special circumstances** (for example, gang-related, or transport-related)

>Characteristics of individuals can also be recorded.

The person type (such as inmate, staff, guest etc)

The inmate classification level

The individual's race

Any special characteristics (such as if the inmate is a gang –member)

Involvement type (such as if the individual is a victim, witness, suspect, investigator etc)

Actions taken (such as under investigation, resolved, referred to police etc).

Entering your first incident

Once you have set up the database to your choosing (see the section of this guide, Setting up the database on page 15) you are ready to enter incidents.

1. From the main menu, click Enter / Edit Facility Incidents
2. Click Add New.
3. The fields turn yellow, indicating that they are editable.
4. Enter information in the fields that are text boxes, and where a drop-down box is used (such as for the name of the facility) use the drop-down box to select an item.
5. When you have entered all of the information for the incident, then click Save. If you make a mistake, either edit the record (by clicking Edit) or

click Undo. If you select Undo then you will need to start again by clicking Add New.

Once the incident has been recorded, you should also make a note of the people involved in the incident. You do this as follows:

1. Click Enter/Edit People Involved…
2. Click Add New.
3. Enter details for the individual involved (some drop down boxes retain the details of people previously entered into the database).
4. Click Save to retain the details of a person.
5. Click Add New if you wish to add another person.
6. When you have finished, click Exit.

Bitmaps from MapInfo or ArcGIS

MapInfo

In MapInfo, open a table with the image of a floor or facility layout. Maximize the display so that the image is filled with the facility. To do this, right click over a map layer and View Entire Layer…

1. Click File > Save Window As…
2. Click Save
3. Enter a suitable filename (you might have to navigate to another folder)
4. Change the Save as type: drop down box to Windows Bitmap (*.bmp)

5. Click Save

6. **IMPORTANT:** Please note that FacilityCop is unable to read bitmaps that have a capitalized extension (for example, map.BMP). The extension should be changed to lower case before use (for example, map.bmp). This can be done in Windows Explorer.

The saved bitmap can be used as a facility image in FacilityCop.

ArcGIS

In ArcGIS, open the appropriate shapefile in ArcMap and maximize the view in the map window.

1. Click File > Export Map...

2. Enter a suitable filename (you might have to navigate to another folder)

3. Change the Save as type: drop down box to BMP (*.bmp)

4. More concise images can be made by selecting the Check Box at the bottom of the display, called Clip Output to Graphics Extent.

5. The default behavior of ArcGIS (version 9) is to use lower case extensions, however if the map fails to register in the FacilityCop program, then you should use Windows Explorer to check the file extension.

The saved bitmap can be used as a facility image in FacilityCop.

Common buttons on every form

The common features are:

|<< button: Clicking the |<< button moves you to the first record in the table (i.e., the record that was entered first, in the chronological sense). This button is disabled if the current record is the first record.

<< button: Clicking the << button moves you to the previous record in the table. For example, if you are on "Record 3 of 4," clicking the << button moves you to "Record 2 of 4." This button is disabled if the current record is the first record.

>> button: Clicking the >> button moves you to the next record in the table. For example, if you are on "Record 2 of 4," clicking the >> button moves you to "Record 3 of 4." This button is disabled if the current record is the last record.

>>| button: Clicking the >>| button moves you to the last record in the table (i.e., the most recently entered record). This button is disabled if the current record is the last record.

"Record n of m label.": This label indicates how many records are in the particular table being examined and the position of the record currently shown in the screen.

Add New button: Click the Add New button to add a new record (e.g., a new incident, a new status code, a new location). When the Add New button is clicked, all the data entry fields turn yellow, signifying that data can now be entered in them. Use the Tab key to move from field to field. When the Add New button is clicked, all of the other screen buttons become disabled except for the Save and Undo button.

Save button: After you have clicked either the Add New or Edit button, you can click the Save button to save the data you entered or the changes you made. This button is disabled unless the last button clicked was either the Add New or Edit button.

Undo button: After you have clicked either the Add New or Edit button, you can click the Undo button to discard the data you entered or the changes you made. This button is disabled unless the last button clicked was either the Add New or Edit button.

Edit button: Click the Edit button to edit the record currently displayed on the screen. When the Edit button is clicked, all the data entry fields turn yellow, signifying that data can now be edited. Use the Tab key to move from field to field. When the Edit button is clicked, all of the other screen buttons become disabled except for the Save and Undo button.

Delete button: Click the Delete button to delete the record currently displayed on the screen.

Find button: The Find button is a quick way to move to a specific record in the table. Clicking the Find button

displays the Find Record screen. A summary of all the records in the table appears on the Find Record screen.

On this screen you can:

Double click on the desired record: This will return you to the data entry screen, with your selected record as the current record.

Click cancel to immediately return to the data entry screen.

If the list of record[s] is long, you can type the first few characters of the desired record in the text box. This will highlight the first record that matches your criteria.

Exit button: Clicking the Exit button closes the data entry screen and displays a system menu.

Exit

This button simply closes down the FacilityCop software program.

Troubleshooting

Please first note that Temple University are unable to provide product support for FacilityCop, due to the expiry of the original grant from the National Institute of Justice. Problems with the software that are not resolved by either this troubleshooting or the troubleshooting page on http://www.temple.edu/cj/faccop can be reported to Temple University on the http://www.temple.edu/cj/faccop page.

Administrative information

Warranty information

This section details important information regarding our warranty disclaimer, limitation of liability and licensing information. Please read.

The FacilityCop software is a minor adaptation of the original School COP software released by Abt Associates.

Both the FacilityCop and School COP software and any related documentation are provided "as is," without warranty of any kind, either express or implied, including but not limited to implied conditions or warranties, statutory or otherwise, of merchantability, fitness for a particular purpose, title and non-infringement. Neither Abt Associates Inc. nor Temple University shall have any liability to any user of the School COP or FacilityCop software or related documentation, or to any third party, for any claim, loss or damage of any kind, including but not limited to lost profits, business interruption, loss or destruction of data, punitive, incidental, consequential or special damages, arising out of the use or inability to use the FacilityCop or School COP software or any related documentation, even if Abt Associates Inc. or Temple University have been advised of the possibility of such damages.

School COP is licensed by Abt Associates Inc. to the National Institute of Justice pursuant to the terms set forth in Cooperative Agreement No. 1999-LT-VX-K017. Abt Associates Inc. does not provide product support for software distributed by third parties, including the

National Institute of Justice. Product support and later versions of School COP are available by separate agreement with Abt Associates. Contact Mr. Thomas Rich, School COP Project Director at 617-349-2753 for more information.

Temple University does not provide product support for software distributed by third parties, including the National Institute of Justice.

Support

Please first note that Temple University are unable to provide product support for FacilityCop, due to the expiry of the original grant from the National Institute of Justice.

May 2005.

Release notes

FacilityCop is a free software package for entering and analyzing incidents that occur in and around correctional facilities. It is derived from the original source code for SchoolCOP developed by Abt Associates. The National Institute of Justice, U.S. Department of Justice, funded development of *School COP*.

To run FacilityCop, you must have a Windows 95, 98, NT, 2000, or XP personal computer with at least 16 MB of RAM and 10 MB of available hard disk space.

Before entering your own data, consider the following:

When you enter data in FacilityCop, you can use pre-defined codes to describe incidents and activities. Think carefully about what codes you want to use and then enter them in FacilityCop before entering any new incidents or activities. See the "Getting Started" topic in this help manual for more information.

To uninstall FacilityCop:

- From the Start button, select Settings and then Control Panel.

- In the Control Panel window, select Add/Remove Programs.

- Click on FacilityCop and then click the Add/Remove button.

Important information regarding passwords

To use FacilityCop with your own incidents (Start > Programs > FacilityCop > FacilityCop), a login ID and password is needed. FacilityCop comes configured with one login ID and password set:

Login ID: prison

Password: prison

Additional login IDs and passwords can be created, and you can change the admin login ID password. To do this, select "Administrative Functions" on the Main Menu, then select "Authorized Users." To access the screen that enables you to create or modify login IDs you must enter the admin password. We highly recommend that, at a minimum, you change the admin password.

While FacilityCop is password protected, the Access database that contains the FacilityCop data is NOT. Please take appropriate measures to ensure that your computer is properly secured.

Version 1.0 software and help file available June 2005.