

# LOG ON SCREEN

1. Using this screen, type in your **BPS Number** and **password** to log on to the Daily Summery Main Console screen.
2. Use the **"TAB"** key to move from BPS Number to password then using the left mouse button to click the **"Log On"** button or press **"Enter"** key to logon

Welcome to The Bureau of Protective Services  
Console.

Please Log In.

BPS Number:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	

If you have any console problem(s) send an email to [SCHPITS](mailto:SCHPITS) or call (803) 896-8001 for a work order to be created and assigned.

[Console Manual](#)

# MAIN CONSOLE SCREEN

On this screen, you will make your selection from the choices below

1. Verify that your rank and name are correct and if either is incorrect notify your supervisor.
2. Main Console Options
  - A. Complete Daily Summary – This is a series of screens that will capture all Ticket, Warning, Warrant, Accident, and Incident information.
  - B. View a Previous Daily Summary. This is where you can edit or view a past Tour of Duty.
  - C. Log Rest Days or Full Day leave – This is the screen used to log your regular days off, Annual, Sick or Holiday leave.
  - D. Daily Summary Verification Report. This report displays what officers have not submitted a report.
  - E. Void Tickets. This screen where an officer can submit a ticket to be voided.
  - F. Enter Dispositions – This screen will be used to enter any cases signed.
  - G. View A Previous Transmittal. This screen allows an officer to view/print a Traffic Citation Transmittal Form

# BPS Main Console

**Welcome John Doe**

Complete Daily Summary

View A Previous Daily Summary

Log Rest Day(s) or Full Day Leave(s)

Daily Summary Verification Report

Void Tickets

Ticket Inventory

Enter Dispositions

View A Previous Transmittal

Exit

# COMPLETE DAILY SUMMARY

On this screen, the first part of your tour of duty information is entered. This will include your **Tour Date, Division, Public Contacts, Vehicle DPS#, Odometer Reading, Start Time, End Time and Hourly Breakdown.**

**Note:** Using the "TAB" key will make moving from one field to another much easier in each screen. When making changes in a drop down box use the "Drop Down Arrow" on the right side of the box to display a list.

1. Verify that the Tour Date is correct for the daily information you are entering.
2. Verify the Division is correct. (**This is Division you are working in that day**)
3. Enter the number of Public Contact(s).
4. Enter your Vehicle DPS number.
5. Enter your Odometer Reading.
6. Enter your Start time in Military time.
7. Enter your End time in Military time.
8. Enter your hourly breakdown.
9. Enter your additional hours if applicable.

## Tour Of Duty Information

Doe, John

Tour Date: 1 / 1 / 2005  
Division: Governors Mansion  
Public Contact(s): 0  
Vehicle DPS#: C31086 1999 Chevrolet Camaro, Tag# 378 FGX  
Odometer Reading: 93350  
Start Time (Military): 0000  
End Time (Military): 0000

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**Enter Hourly Breakdown**

Incident Inv. <input type="checkbox"/>	Patrol <input type="checkbox"/>	Court <input type="checkbox"/>	Accident Inv. <input type="checkbox"/>
Follow Up <input type="checkbox"/>	Administrative <input type="checkbox"/>	Supervisory <input type="checkbox"/>	Annual Leave <input type="checkbox"/>
Sick Leave <input type="checkbox"/>	Other Leave <input type="checkbox"/>	Workers Comp. <input type="checkbox"/>	

Special Duty  (Description) \_\_\_\_\_

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**Additional Hours (Exceeding Normal Tour Of Duty Length)**

Additional Hours  (Description) \_\_\_\_\_

(Approved In Advance By) \_\_\_\_\_

# TOUR OF DUTY – VERIFY SCREEN

On this screen, you are asked to check all information you have entered.

1. Carefully check each entry for correctness before you click “**Continue**” button.
2. If corrections are needed click the “**Make Corrections**” button and enter any correction data.

## Tour Of Duty - Verify

Tour Of Duty - You entered the following Information		
Name:Doe, John	Incident Hrs:0	Sick Leave Hrs:0
Tour Date:1/1/2005	Patrol Hrs:14	Other Leave Hrs:0
Troop:Headquarters	Court Hrs:0	Workers Comp:0
Vehicle DPS#:C31086	Accident Inv. Hrs:0	Follow Up Hrs:0
Odometer Reading:93350	Annual Leave0	Special Duty Hrs:0
Start Time:1000 (Military)	Admin. Hrs:0	Additional Hrs:0
End Time:0000 (Military)	Supervisory Hrs:0	Public Contact(s):0
<u>Make Corrections</u>		

# CONTACT SCREEN

Important complete the following screen for each contact.

1. Click on "**Enter Ticket**" link to add Ticket(s) that were issued to the particular contact.
2. Click on "**Enter Warning**" link to add Warning(s) that were issued to the particular contact.
3. Click on "**Enter Warrant**" link to add Warrants(s) that were issued to the particular contact.

## Public Contact

Enter any Tickets, Warnings, or Warrants that you have issued for an individual along with the associated contact information.

Contacts Entered:

No Info Entered

### Tickets

[Enter Ticket...](#)

### Warnings

[Enter Warning...](#)

### Warrants

[Enter Warrant...](#)

[I Issued No Tickets/Warnings/Warrants](#)

# CONTACT ENTRY SCREEN

For each Contact complete the "Contact Info" portion of the form.

- 1) Enter the time of Contact in Military Time.
- 2) Verify Race is correct.
- 3) Verify Sex is correct.
- 4) Enter the Driver License Number.
- 5) Verify County is correct.
- 6) Enter the Highway Number or name of road. **(The Highway Number will be verified to make sure that highway is in the county and is the correct Highway Type. These are the only highway descriptions that are allowed beyond the highway number are "ALT, BUS, CONN, COUPLET, SPUR," NOTE this only applies if Highway type is Interstate, US Primary, SC Primary, Secondary. Example is "25 BUS" is correct – "25 BUSINESS IS not correct"**
- 7) Verify the Reason For Contact.
- 8) Enter Date of Birth.
- 9) Verify the Driver License State is correct.
- 10) Verify that the Location Type is correct.

**Contact Info**

Time (Military): <input type="text" value="0000"/>	Reason For Contact: <input type="text" value="Violation Observed"/>
Race: <input type="text" value="0"/>	<input type="checkbox"/> Hispanic
Sex: <input type="text" value="Male"/>	Date Of Birth: <input type="text"/> / <input type="text"/> / <input type="text"/>
DL Number: <input type="text"/>	DL State: <input type="text"/>
County: <input type="text" value="Abbeville"/>	Location Type: <input type="text" value="Interstate"/>
Location: <input type="text"/>	
<input type="checkbox"/> Commercial Vehicle?	<input type="checkbox"/> Special Event?
<input type="checkbox"/> Subject Searched?	<input type="checkbox"/> Vehicle Searched?
<input type="checkbox"/> Subject Arrested?	

# TICKET ENTRY SCREEN

1. The Ticket Number once you have entered the first Ticket is set up to generate the next number in that series, therefore, to insure accuracy check this number to verify that it matched the ticket you are entering and if not manually make the correction in the box.  
**Important:** You may not issue tickets for other officers. The system only allows you to issue tickets that are in your possession.
2. Verify the Issue Date is the date the ticket was written.
3. Verify the correct Court Type is selected.
4. Enter the Date of Trail.
5. Enter the correct section number including the dashes.
6. Enter the correct Offense Code.
7. Enter if applicable to this ticket Drug type found and drug amount.
8. **Click on the "Enter Ticket" link to enter another ticket for this contact.**

## Tickets

	Ticket ID	Court Type	Trial Date	Section #	Off. Code	Drug Charge?
1.	<input type="text" value="04802ZS"/>	<input type="text" value="Magistrate"/> ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<a href="#">Enter Ticket ...</a>						



# ENTER WARNING SCREEN

1. Enter the Warning Id.
2. Select the Warning types that are applicable.
3. **Click on the “Enter Warning” link to enter another Warning for this contact.**

## Warnings

Warning ID	Warning Type(s) <i>(Hold Ctrl-Key for multiple selections)</i>
1. <input type="text"/>	<input type="checkbox"/> Speeding Violation <input type="checkbox"/> Failure To Dim Lights

[Enter Warning ...](#)

# WARRANT ENTER SCREEN

1. Enter the Warrant Id
2. Verify the Court Type is correct.
3. Enter the Section Number.
4. Enter the Description.
5. **Click on the “Enter WARRANT” link to enter another Warrant for this contact.**

## Warrants

	Warrant ID	Court Type	Section #	Description	Drug Charge?
1.	<input type="text"/>	Circuit Court <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<a href="#">Enter Warrant ...</a>					

# PUBLIC CONTACT ADD/EDIT SCREEN

1. Click on any of the Link(s) below "Contacts Entered" to verify or edit.
2. Repeat the process to add additional contacts or click the "**Done Entering Tickets/Warnings/Warrants**" button.

## Public Contact

Enter any Tickets, Warnings, or Warrants that you have issued for an individual along with the associated contact information.

Contacts Entered:

SC - TEST

### Tickets

Enter Ticket ...

### Warnings

Enter Warning ...

### Warrants

Enter Warrant ...

Done Entering Tickets/Warnings/Warrants

# FIELD INTERVIEW SCREEN

1. Click the “**Enter Field Interview(s)**” link” to enter an field interview or Click “**I Investigated No Field Interviews**” link if you did not interview any contacts.

## Field Interview(s)

[Enter Field Interview\(s\) ...](#)

[I have no Field Interviews](#)

# FIELD INTERVIEW ENTRY SCREEN

On this screen, the entries of Field Interview (s) conducted during this tour of duty are entered. When all Data is entered click "**Submit Field Interview**" button.

- 1) Enter the time of Contact in Military Time.
- 2) Verify Race is correct.
- 3) Verify Sex is correct.
- 4) Enter the Driver License Number.
- 5) Verify County is correct.
- 6) Enter the Highway Number or name of road. **(The Highway Number will be verified to make sure that highway is in the county and is the correct Highway Type. These are the only highway descriptions that are allowed beyond the highway number are "ALT, BUS, CONN, COUplet, SPUR," NOTE this only applies if Highway type is Interstate, US Primary, SC Primary, Secondary. Example is "25 BUS" is correct – "25 BUSINESS IS not correct"**
- 7) Verify the Reason For Contact.
- 8) Enter Date of Birth.
- 9) Verify the Driver License State is correct.
- 10) Verify that the Location Type is correct.

## Field Interview(s)

Contact Date:	1 / 1 / 2005	Reason For Contact:	Violation Observed
Time (Military):	0000	Race:	0
		Sex:	Male
DL Number:		Date Of Birth:	/ /
County:	Abbeville	DL State:	
Location:		Location Type:	Interstate
<input type="checkbox"/> Commercial Vehicle?		<input type="checkbox"/> Special Event?	
<input type="checkbox"/> Subject Searched?		<input type="checkbox"/> Vehicle Searched?	
<input type="checkbox"/> Subject Arrested?			
<input type="button" value="Submit Field Interview"/>		<input type="button" value="Cancel"/>	

# COLLISION SCREEN

1. Click the “**Enter Collision**” link” to enter a collision or Click “**I Investigated No Collisions**” link if you did not investigate any collisions.

## Collisions

[Enter Collision...](#)

[I Investigated No Collisions](#)

# COLLISION ENTRY SCREEN

On this screen, the entries of Accident (s) investigated during this tour of duty are entered. This will include the **Date, Unit 1 Accident ID, Time, Accident Type, County, Highway Type, Highway Number, Highway Name, Zone, Alcohol Related, Longitude and Latitude**. When all Data is entered click **“Submit Accident”** button.

1. Verify the date of the accident is correct.
2. Enter the Unit 1 Accident ID (FR-10 issued to driver one).
3. Enter the accident time shown on the accident report.
4. Verify the accident Type is correct or use the drop down box to select the correct type.
5. Verify the county is correct. Verify the Highway Type is correct or use the drop down box to select the correct type.
6. Enter the Highway Number or road name. **(The Highway Number will be verified to make sure that highway is in the county and is the correct Highway Type. These are the only highway descriptions that are allowed beyond the highway number are “ALT, BUS, CONN, COUPLET, SPUR,” NOTE this only applies if Highway type is Interstate, US Primary, SC Primary, Secondary. Example is “25 BUS” is correct – “25 BUSINESS IS not correct”**
7. Enter the Zone.
8. Check the box if the accident is alcohol related.
9. Longitude and Latitude are for future use at this time.
10. Select the contact for the accident by checking the “Contact” that pertains to this accident.

Select Contact(s) Issued a Ticket, Warning, or Warrant in relation to this Collision.

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Date:	1	/	1	/	2005
Unit 1 Collision ID:	<input type="text"/>				
Time (Military):	<input type="text"/>				
Collision Type:	<input type="text"/>				
Collision Cause:	<input type="text"/>				
Injury Status:	<input type="text"/>				
CMV Involved:	<input type="text"/>				
County:	Abbeville				
Location Type:	Interstate				
Location:	<input type="text"/>				
Zone:	<input type="text"/>				
Alcohol Related:	<input type="checkbox"/> (check box for yes)				
Latitude: 32 and 35:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Longitude: 78 and 83:	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Submit Collision			Cancel		



# INCIDENT SCREEN

1. Click the "Enter Incident" link" to enter an Incident or Click "**I Investigated No Incidents**" link if you did not investigate any Incidents.

## Incidents

[Enter Incident ...](#)

[I Investigated No Incidents](#)

# INCIDENT DATA ENTRY SCREEN

On this screen, the data about this incident is entered. This will include the **Date, Time, County, Highway Type, Highway Number, Zone, Longitude, Latitude, and the selection of the report type (s) and description.**

1. Verify the Date is correct or use the drop down list to make needed changes.
2. Enter the Time of the Incident.
3. Select the County of the incident from the drop down list.
4. Select the Highway Type from the Drop down list.
5. Enter the Highway Number or road name. **(The Highway Number will be verified to make sure that highway is in the county and is the correct Highway Type. These are the only highway descriptions that are allowed beyond the highway number are "ALT, BUS, CONN, COUPLET, SPUR," NOTE this only applies if Highway type is Interstate, US Primary, SC Primary, Secondary. Example is "25 BUS" is correct – "25 BUSINESS is not correct"**
6. Enter Zone.
7. The Longitude and Latitude are for future use.
8. Select the Report Type(s) that apply by putting a check in the box next to all that apply.
9. Enter a brief description of the incident.
10. Select the contact for the Incident by checking the "Contact" that pertains to this Incident.
11. Verify all information is correct and click "**Submit Incident**" button.

Select Contact(s) Issued a Ticket, Warning, or Warrant in relation to this Incident.

SC - TEST

Date:	1 / 1 / 2005
Time (Military):	
County:	Abbeville
Location Type:	BPS Location
Location:	
Case Type:	Non Criminal
Incident Type:	ABANDONED VEHICLE
Select Report Type(s)	
<input type="checkbox"/> Investigating Officer	<input type="checkbox"/> Discharged Firearm
<input type="checkbox"/> Vehicle Pursuit	<input type="checkbox"/> Incident
<input type="checkbox"/> Assault	<input type="checkbox"/> Use Of Force
<input type="checkbox"/> Towed Vehicle	<input type="checkbox"/> Other
<input type="checkbox"/> Abandoned/Stolen Vehicle	
Description:	
<input type="button" value="Submit Incident"/> <input type="button" value="Cancel"/>	

# INCIDENT - UNIQUE IDENTIFIER SCREEN

On this screen, you will be provided with a **Unique Identifier Number** for this incident. This number is generated by the database and will be used to track the incident report. Therefore, it is **extremely important** that you **write** this **number** in the **top right corner** of your **incident report** using **Black ink**.

**Note:** It is possible that the number will not be sequential, if you have more than one incident report to enter, as this number system will be used statewide.

## **Important**

The following number has been generated to serve as a unique identifier for this incident. Write this number legibly in the top right corner of your incident report using dark ink. This number will be used to track the Incident Report.

**2005-16727**

Continue

# TOUR CONFIRMATION SCREEN

1. Verify that all information is correct. Click on the "Change" button to correct any errors.
2. Click the "My Tour Information is Correct, Continue" button when you are finished.

## Tour Of Duty - Verify

Tour Of Duty - You entered the following Information		
Name:Doe, John	Incident Hrs:0	Sick Leave Hrs:0
Tour Date:1/1/2005	Patrol Hrs:14	Other Leave Hrs:0
Troop:Headquarters	Court Hrs:0	Workers Comp:0
Vehicle DPS#:C31086	Accident Inv. Hrs:0	Follow Up Hrs:0
Odometer Reading:93350	Annual Leave0	Special Duty Hrs:0
Start Time:1000	Admin. Hrs:0	Additional Hrs:0
End Time:0000	Supervisory Hrs:0	Public Contact(s):0
<input type="button" value="Change"/>		

Tickets Issued - You issued the following Tickets						
Ticket ID	Date Issued	Sec. Num	Off. Code	Trial Date	Court Type	
<input type="button" value="Change"/> 04802ZS	1/1/2005	55-5-123	99	1/1/2005	Magistrate	

Incidents Reported - You reported the following Incidents				
Incident ID	Date	Location	Report Type(s)	
<input type="button" value="Change"/> 2005-16727	1/1/2005 9:00:00 PM	1	Investigating Officer Report	

# **DAILY SUMMARY COMPLETION SCREEN**

This screen is received when all ticket, warning and warrant data you have entered has been accounted for and lets you know that your information has been captured and recorded to SCHK records.

**You Have Completed This Daily Summary. All Of Your  
Information Has Successfully Been Captured And Recorded  
To SCHK Records.**

Continue >>