

# LARCIS Case Management - Case Closure Reference Guide

- 1 From the LARCIS Main Menu select option **4. Case Management**.
- 2 From the Case Management Submenu select option **5. Case Closure**.
- 3 Type in the **YEAR** and **SEQUENCE NUMBER** of the case. Your ORI is already displayed. Press the **Enter** or **Tab** key twice.

The screenshot displays the LARCIS Case Closure application window. At the top, the title bar reads "LARCIS - Case Closure". Below the title bar is a menu bar with "Action", "Edit", "Queue", "Help", and "Window". The main interface is divided into several sections. A green callout box with a white border and a green arrow pointing to the "Year" and "Seq" fields contains the text: "3. Enter Year and Sequence number; your ORI is already provided. Press Enter or Tab key twice". The "Year" field contains "1999" and the "Seq" field contains "60801". The "ORI" field contains "CAD1900V3". Other fields include "Stat Code" (050), "Report Date / Time" (11/10/1999 16:41), "Incident Date / Time" (11/10/1999 16:41), "Print Deputy?" (checkbox), "Purge" (11/10/2003), "Comments", "Address # 1 of 1", "Street #", "Apt #", "City" (LYNWOOD), "Business Name", "County" (LOS ANGELES), "State" (CA), "Zip", "Special Events", "Case Closure" tab, "Narrative", "Case Status" (0), "Type" (A), "Description" (Open Case), "Date" (11/10/1999), "ALPR Used" (checkbox), "SUSPECTS" section with "Last Name" (ORTIZ), "First Name" (JAIME), "Participant Dispo" (code), "Date", "Court Case No.", "Court ID/Name", "COURT CHARGES" table with columns "Charge(s) Filed", "Description", and "Charge Level", "Cleared By (Primary Investigator)" section with "Team", "Group", "Team", "Empl.#", "Name", "- OR -", "Empl.#", "Name", "Verified By Supervisor Approving Closure" section with "Empl.#", "Name", and "Original Report Approved By" section with "Empl.#" (259432) and "Name" (UNDERWOOD, MARIKA).

- 4 Verify information in the **Event Block** and the **Case Closure** Tab.

## LARCIS Case Management - Case Closure Reference Guide

- 5 In the Case Closure Tab... **CASE STATUS FIELD:** enter only **ONE CASE STATUS DISPOSITION CODE** for the case.
  - 6 In **Date Field:** **Change the date to Case Closure Date** on Hard Copy, otherwise leave as system date (current date).
  - 7 In the **PARTICIPANT DISPO CODE:** FIELD, enter **ONE ARREST DISPOSITION CODE** for each suspect or subject as applicable.
- Note:* You must **HARMONIZE (Relate)** the **Case Status** code with the **Arrest Dispo** code.
- 8 **ALPR Used** check box - This box is checked off if the Automated License Plate Recognition system is used to solve a case.

*Note:* The **ALPR Check Off-box** is associated with the **Stat Code 835**. If the approving Sgt. approves the **ALPR Check Off-box** to be check off in the **Case Closure report**, the **Stat Code 835** is automatically added.

The screenshot shows the LARCIS Case Closure form with several callouts:

- Case Status/Dispo:** Points to the Case Status field (200) and Type (S).
- Date to close case:** Points to the Date field (11/03/1999).
- Used if ALPR system is used to solve the crime:** Points to the ALPR Used checkbox.
- Participant Dispo Code:** Points to the Participant Dispo Code field (021).

The form includes fields for Year, Seq, ORI, Stat Code, Report Date / Time, Incident Date / Time, Agency, Event #, RD Number, Address #, Street #, Apt #, City, Business Name, Type, Description, Date, ALPR Used, SUSPECTS (Last Name: ORTIZ, Middle Name, First Name: JAME, Participant Dispo Code: 021, Date: 06/02/2010), COURT CHARGES, Cleared By (Primary Investigator), Verified By Supervisor Approving Closure, and Original Report Approved By (Empl. #: 259432, Name: UNDERWOOD, MARKA).

## LARCIS Case Management - Case Closure Reference Guide

- 9 Enter the information into the **Court Case No.**, **Court ID / Name**, and **Charges** fields (if applicable).
- 10 Complete the **Employee No.** information at the **bottom** of the screen.

The screenshot shows the LARCIS Case Closure form. A green callout box points to the 'Court Case No.' and 'Court ID/Name' fields, containing the text: "Enter Court Case No., Court ID/Name, and Charges (if applicable)". Another green callout box points to the 'Employee #' and 'Name' fields at the bottom, containing the text: "Enter Employee info".

Key fields visible in the form include:

- Event #: 1999, Seq: 60801, ORI: CA01900V3, Stat Code: 050
- Report Date / Time: 11/10/1999 16:41
- Incident Date / Time: 11/10/1999 16:41
- Agency: CENTURY
- RD Number: 2118
- City: LYNWOOD
- Court Case No.: 9LC03223
- Court ID/Name: LOS CERRITOS MUNI COURT
- Charge(s) Filed: (Empty table)
- Empl. #: 259432
- Name: UNDERWOOD, MARIKA

- 11 **Shift+F5** to save and clear screen. (Continue closing next case)
- 12 Close the form when done. (I.e. click red door on toolbar to exit)

*Note: When you receive a supplemental report, you are to enter the supplemental report on the data entry side as a new supplemental report.*

## LARCIS Case Management - Case Closure Reference Guide

### Additional Note:

You may see additional information in the **Special Events** section of the **Event** block of the **Case Closure** screen.

*Example 1* →  
(*Special Events section*)

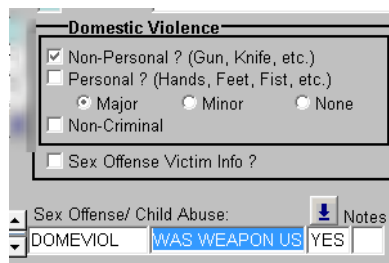


The screenshot shows a window titled "Special Events". It contains a table with the following content:

Special Events	
Was weapon used ?	YES

The information in *Example 1* is populated in the **Special Events** section of the **Event** block of the **Case Closure** screen because the information was typed in the **SHR-49 Event** block. *See Example 2.*

*Example 2* →  
(*SHR-49 Event block*)



The screenshot shows a window titled "Domestic Violence". It contains the following form fields and options:

- Non-Personal ? (Gun, Knife, etc.)
- Personal ? (Hands, Feet, Fist, etc.)
- Major  Minor  None
- Non-Criminal
- Sex Offense Victim Info ?

Below the form, there is a section for "Sex Offense/ Child Abuse:" with a dropdown menu showing "DOMEVIOL", a text field containing "WAS WEAPON US", and a "Notes" button.