

ICS Report Mobile

User Guide

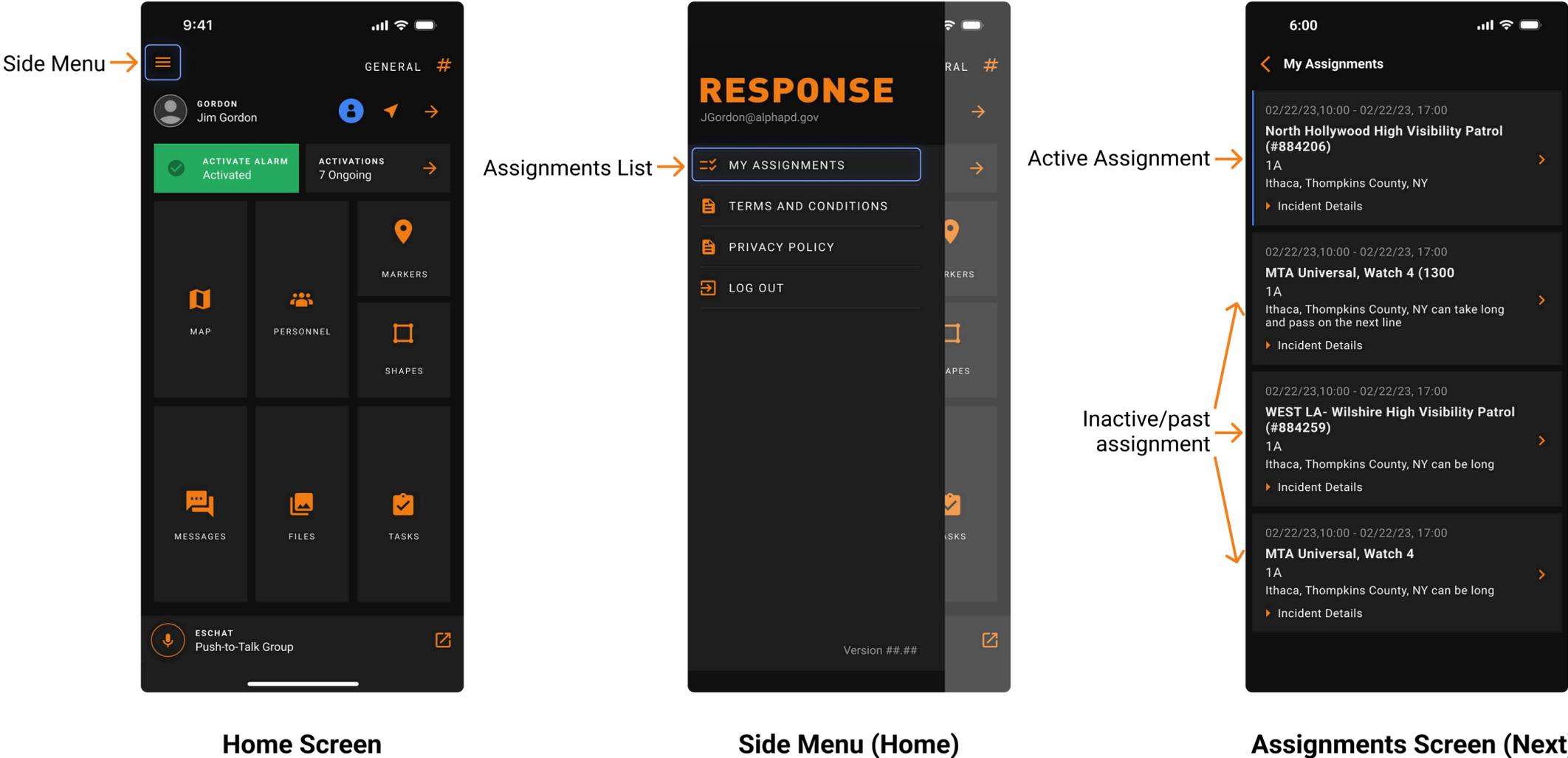


Table of Contents

Navigating to an Incident	2
Assignments Screen	3
Primary Incident Screen	4
Resource/ Equipement indicators	15
Checking in all Unit Members	16
Using the Activity Log	19
Updating Incident EOW	22
Demobilization	24

Navigating to an Incident

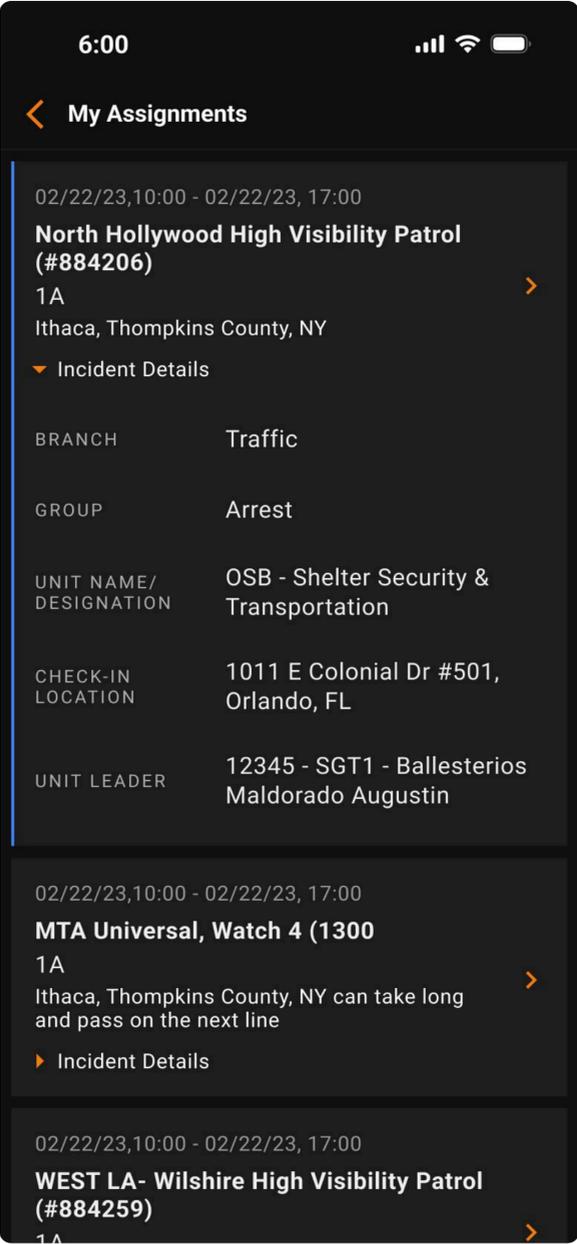
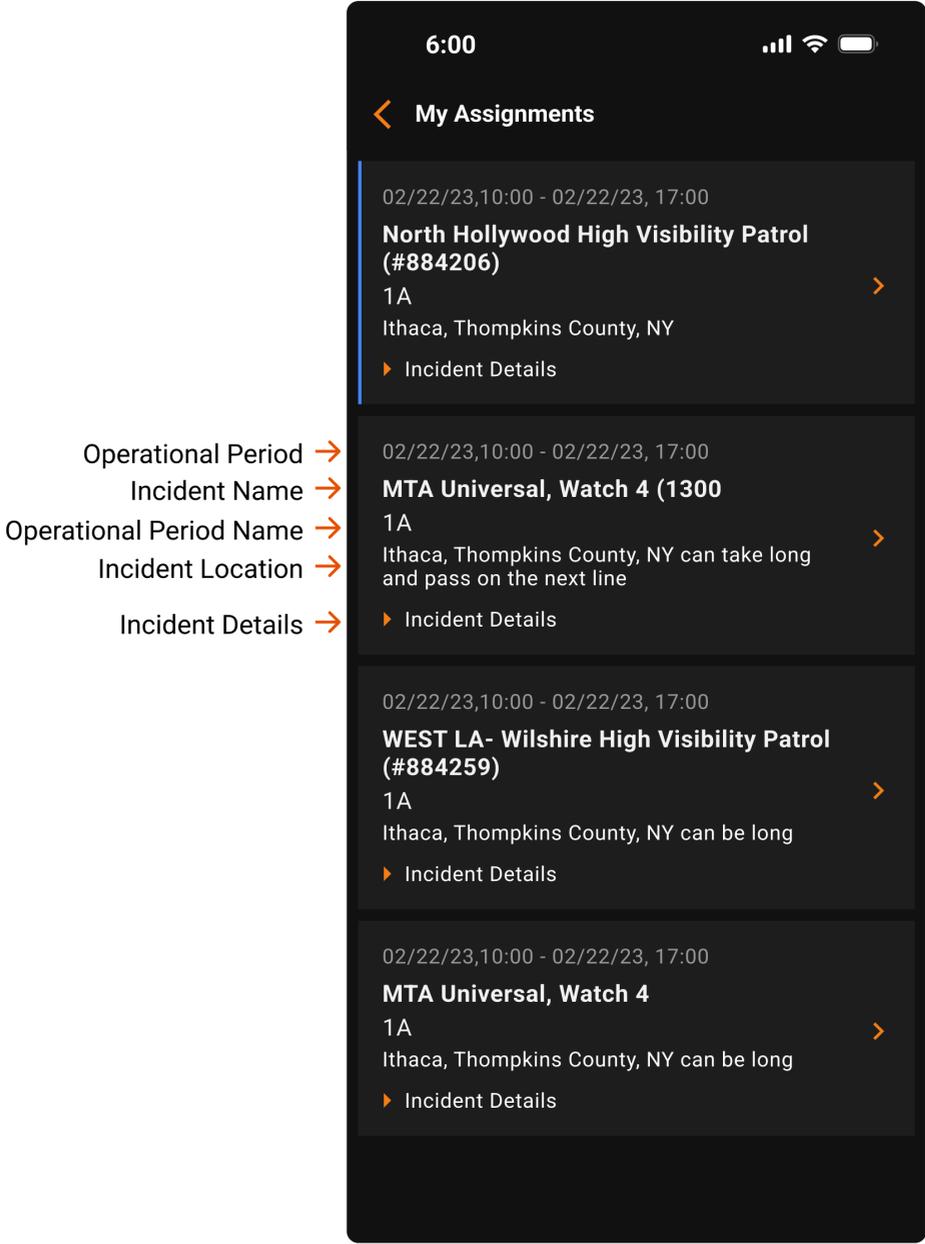
When an incident occurs, **Unit Leaders** and **Unit Members** can be assigned to an incident from the ICS web portal. Once assigned, users can use the mobile app to navigate to their active assignment to view more details.



Assignments screen (Unit Member & Leader)

Allows units to see their list of assignments with the most important details and quickly locate their active assignment.

Tapping an active assignment will take them to the **primary incident screen** (next slide).



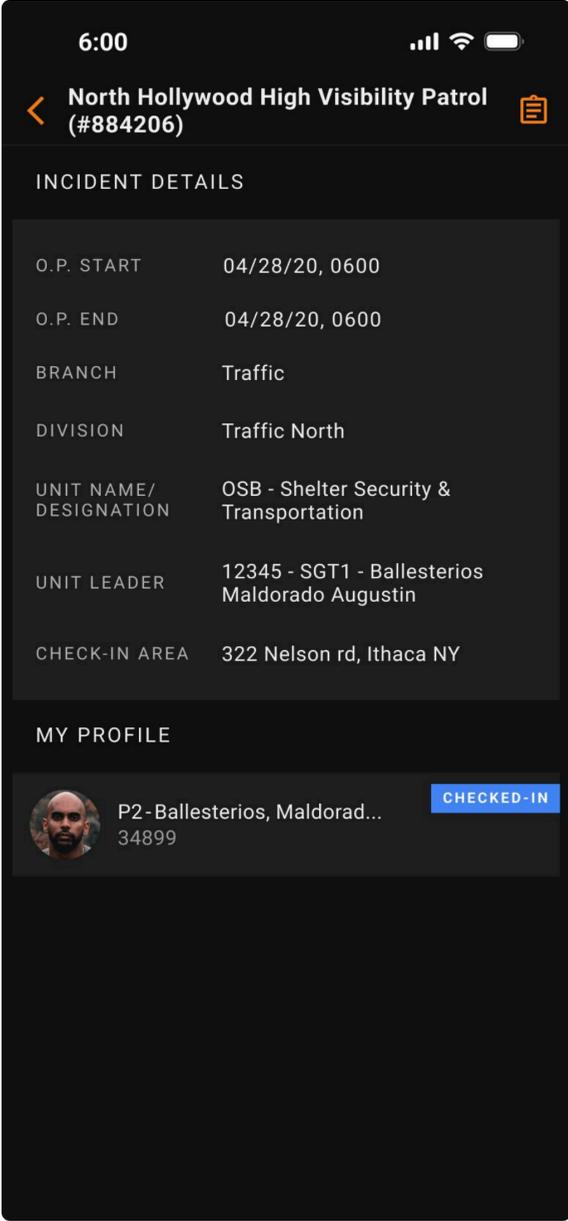
Expanded Details View

When an ICS 211 form is created on ICS web, **Unit Members** and **Unit Leaders** can be assigned. Each 211 can only be assigned one **Unit Leader**, and officers cannot be assigned to multiple 211s.

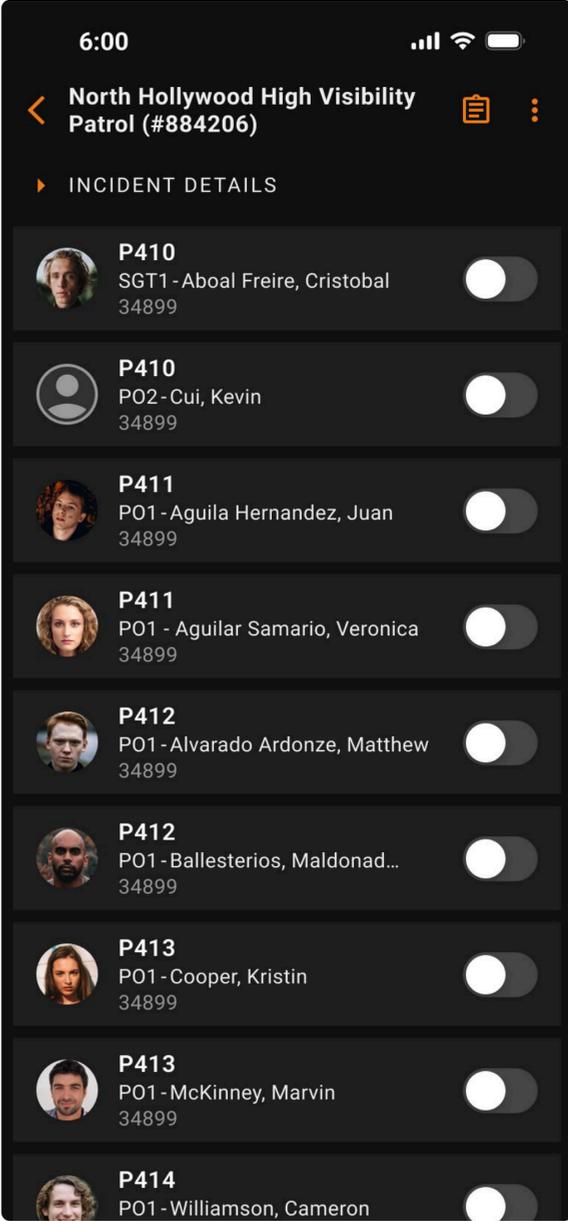
- Branch Name** Determined on web ICS 203, may not always apply.
- Group OR Division:** Determined by web ICS 203, defines a Group **OR** a Division
- Unit Name/ Designation** Determined by web ICS 211, refers to a unit as a whole.
- Check In Location**
 - Determined by web ICS 211 when an individual form
 - Determined on ICS 203 when an ICS 204 is attached
- Unit Leader** Assigned through ICS 211 on web, and will be given special mobile permissions.

Primary Incident Screen (Unit Member & Leader)

The primary incident screen provides an overview of an incident for users and can be considered the “home page” for a unit. This screen will differ for **Unit Members**, **Unit Leaders**, and **Group Supervisors**, who will each be given different permissions, in order to streamline communication and effective unit management/command.



Unit Member

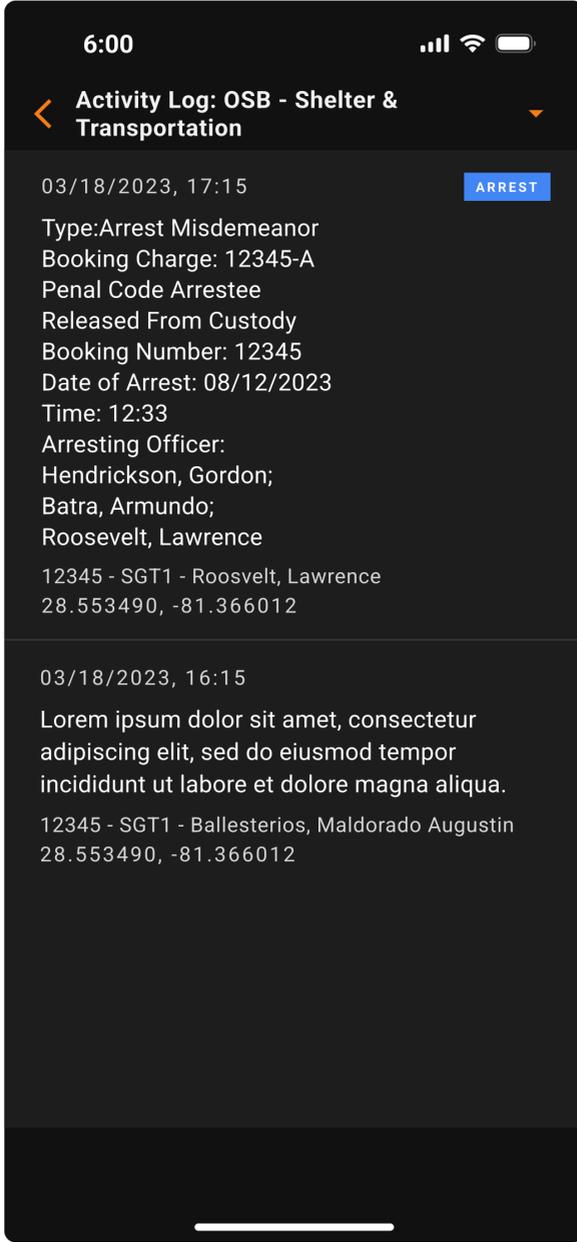
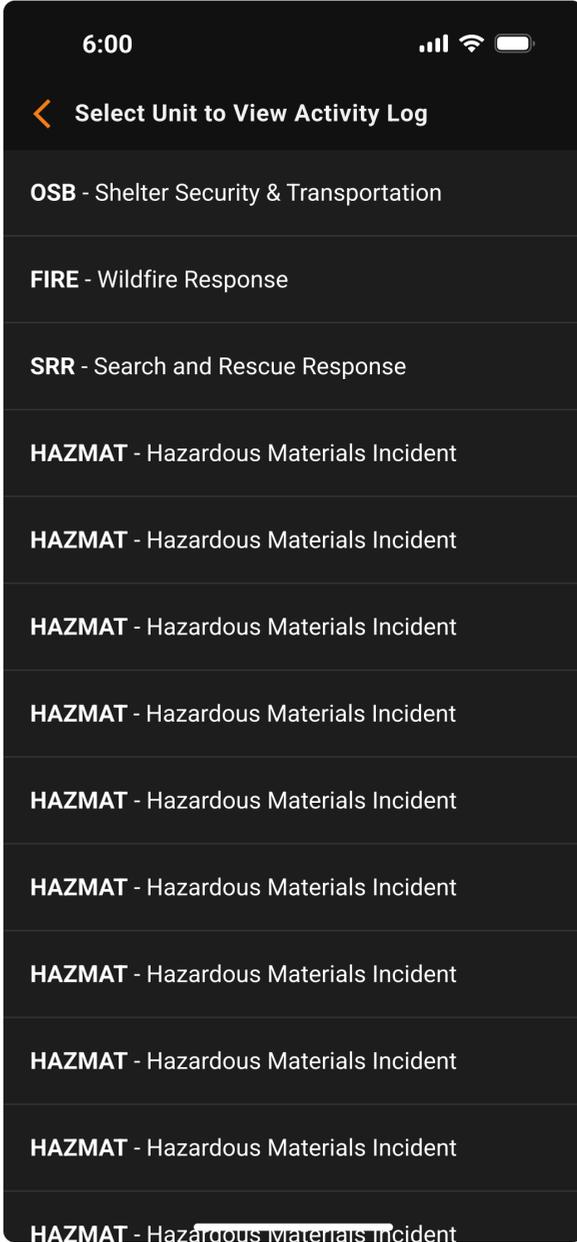
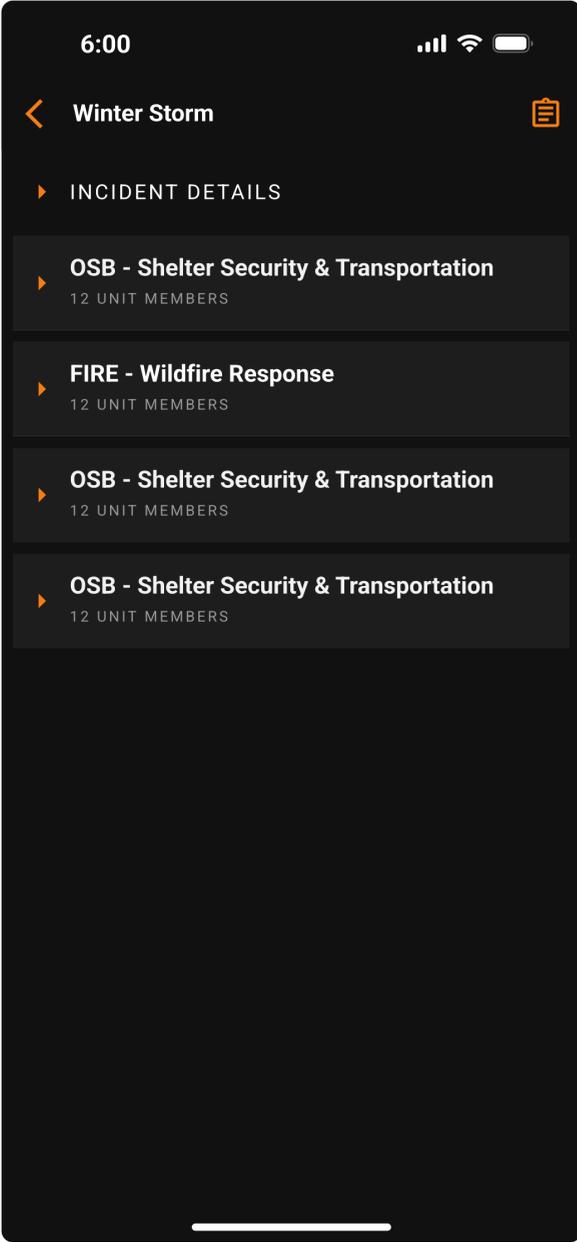
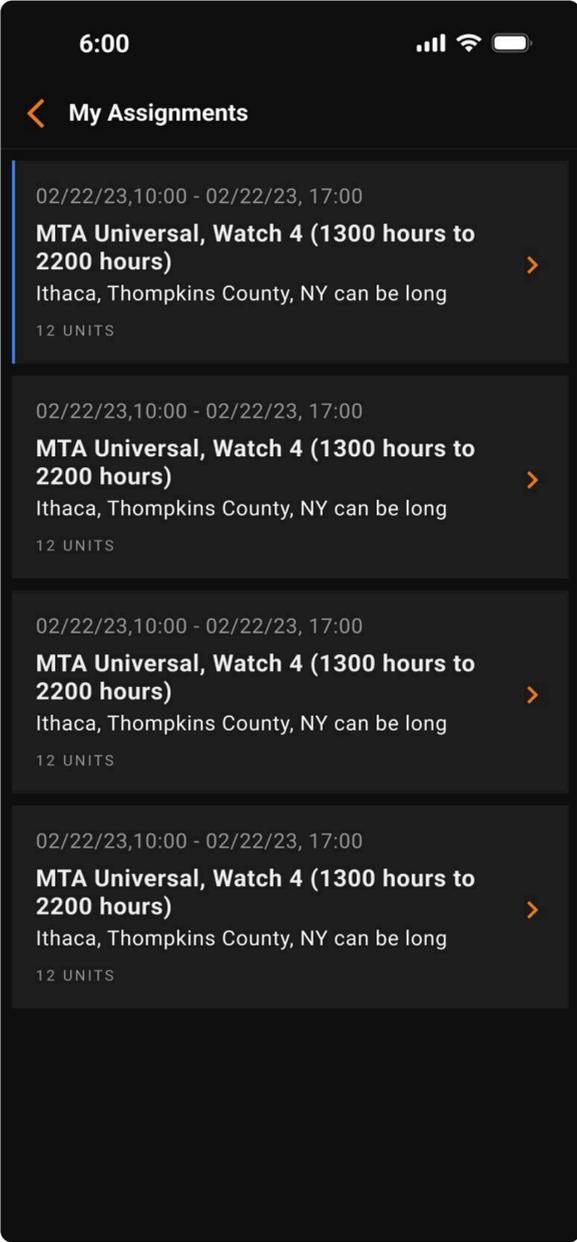


Unit Leader

Group Supervisor Screens

Units who are assigned the **Group Supervisor** role cannot hold any additional roles, such as **Unit Leader** or **Unit Member**. The **Group Supervisor** role overrides all other roles, and only Group Supervisor assignments will be displayed on the 'My Assignments' screen.

When viewing the activity log as a Group Supervisor, they can select any unit part of the incident, but cannot make any edits to any logs.



Primary Incident Screen (Unit Member)

Unit Members are able to see an overview of incident details, can access and manage their own profile, and can report events to the Activity Log.

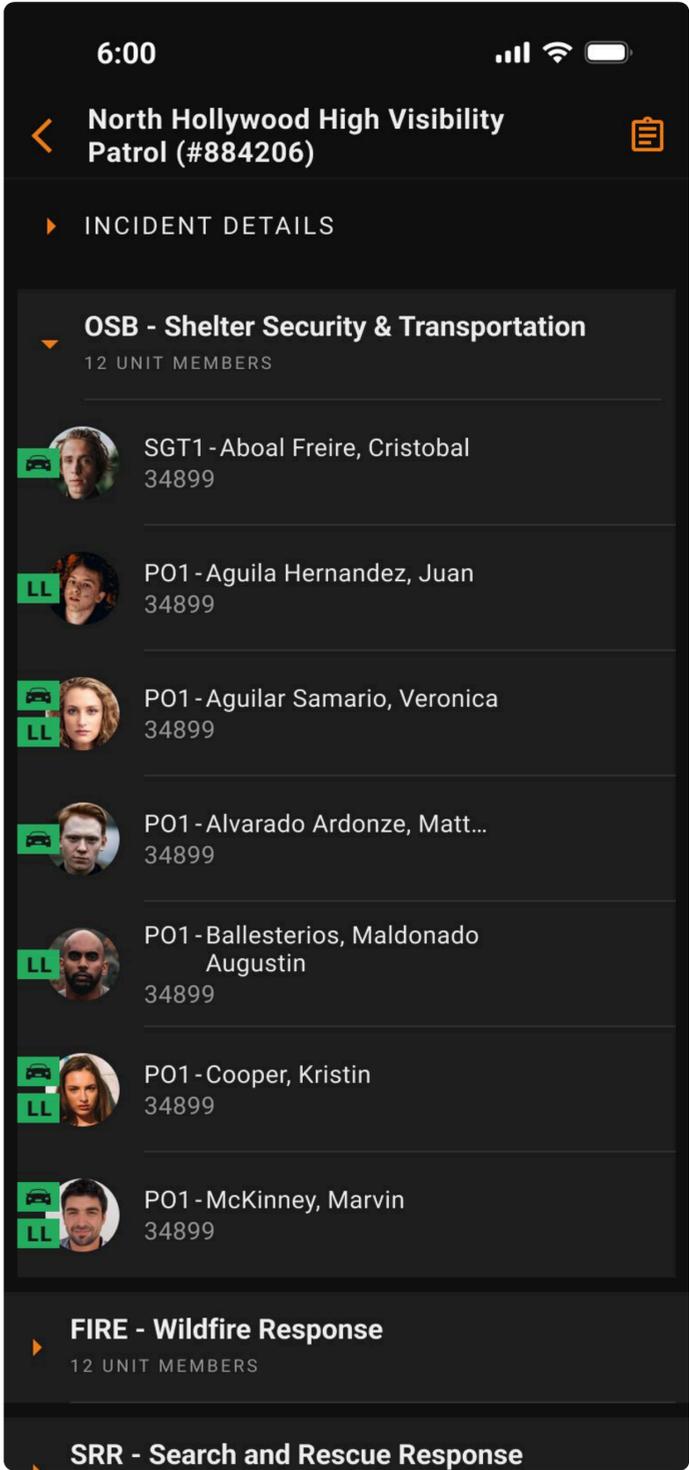
However, they are unable to edit their time records and cannot check-in or check-out. These are reserved for the **Unit Leader** to promote clear communications and accountability.

The screenshot displays the following information:

- Header:** 6:00, signal strength, Wi-Fi, and battery icons. A back arrow and the text "North Hollywood High Visibility Patrol (#884206)" are on the left. A clipboard icon on the right is annotated: "Takes users to the activity log".
- INCIDENT DETAILS:**
 - O.P. START: 04/28/20, 0600 (Annotated: "Operational period start")
 - O.P. END: 04/28/20, 0600 (Annotated: "Operational period end")
 - BRANCH: Traffic (Annotated: "Branch assignment (determined by ICS 203)")
 - DIVISION: Traffic North (Annotated: "Division assignment (determined by ICS 203)")
 - UNIT NAME/ DESIGNATION: OSB - Shelter Security & Transportation (Annotated: "Unit Name (from ICS 211)")
 - UNIT LEADER: 12345 - SGT1 - Ballesterios Maldorado Augustin (Annotated: "Unit Leader (from ICS 211)")
 - CHECK-IN AREA: 322 Nelson rd, Ithaca NY (Annotated: "Check-in Area (from ICS 203)")
- MY PROFILE:**
 - Profile picture and name: P2 - Ballesterios, Maldorad... (Annotated: "Tapping this will take a unit member to their own profile.")
 - Check-in badge: CHECKED-IN (Annotated: "Check-in badge status (only editable by unit leader)")

Primary Incident Screen (Group Supervisor)

While **Group Supervisors** can overview all Units in an incident and their Activity Logs.



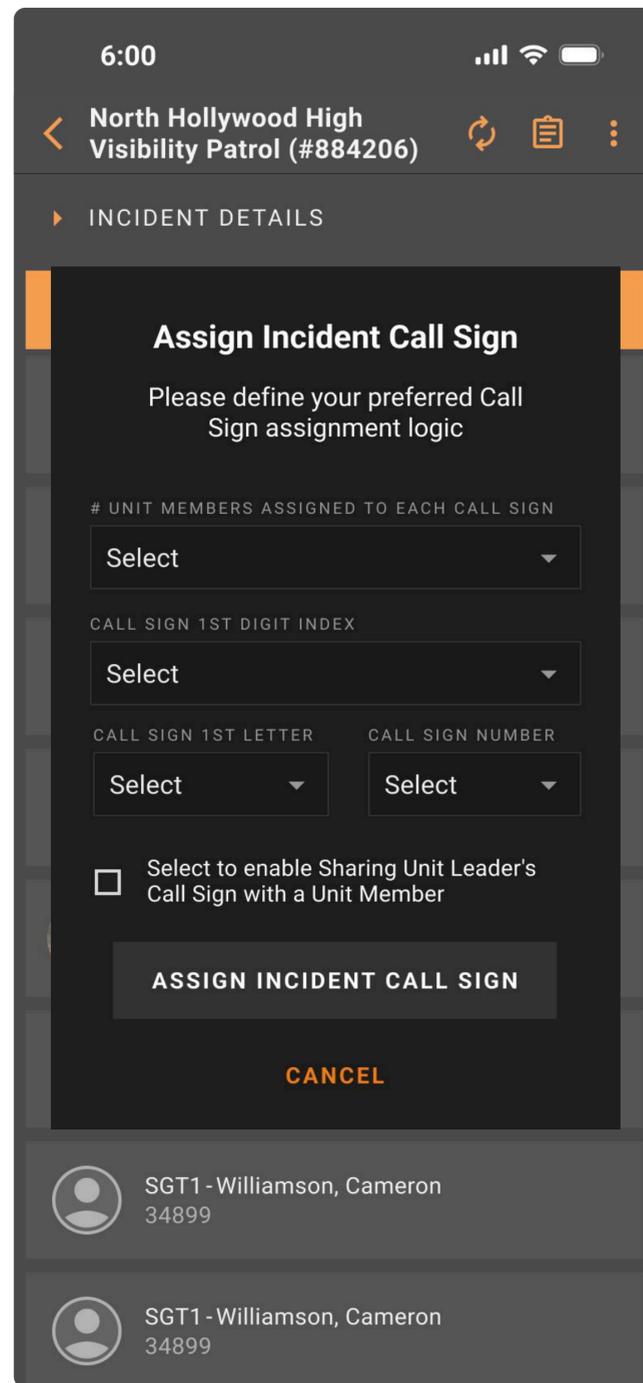
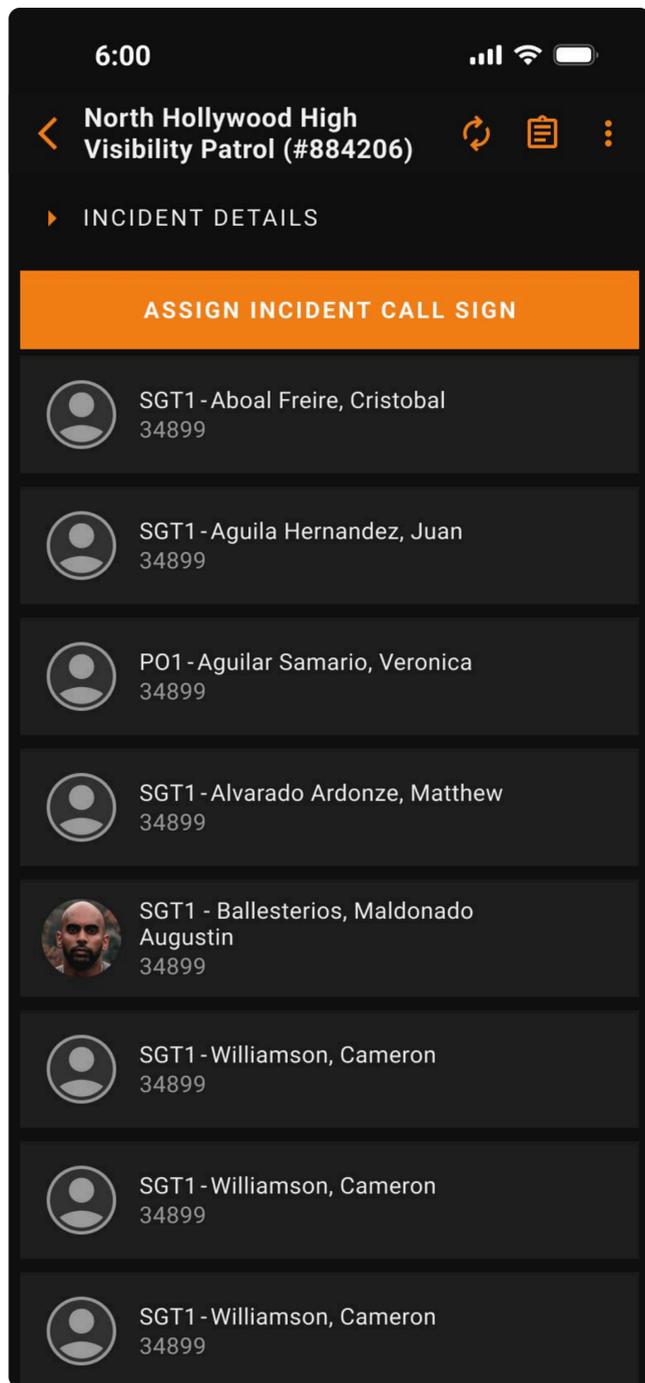
← Incident details can be expanded to view more information about an incident assignment

← Can expand and collapse units

← Real-time Status

← Other units are visible

Primary Incident Screen p.1 (Unit Leader)



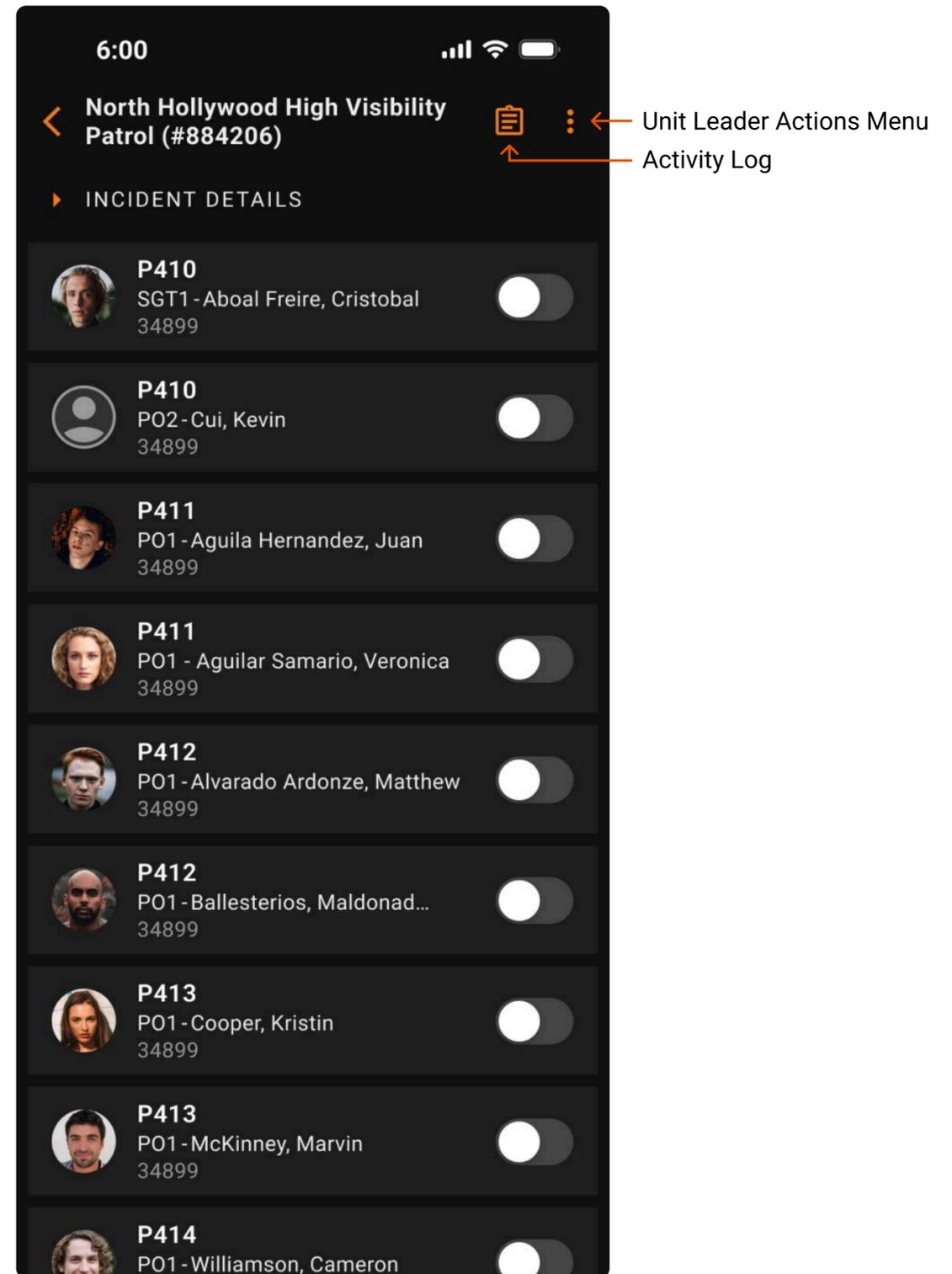
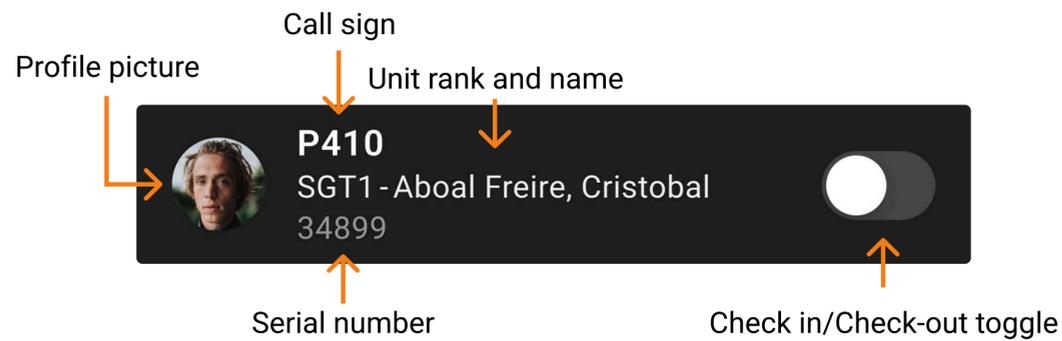
Initial Call Sign Assignment

Unit Leaders can access and edit any **Unit Member** profiles. It's recommended to assign Incident Call Signs first.

- ← Determines number of units who share the same call sign. Typically in pairs, assigned to the same vehicle.
- ← Determines call sign pattern for this unit, and increments by 1 until all unit members are accounted for. (Ex: A410, A411, A412, A413)
- ← Unit leader can choose to either share with a unit member or have a unique identifier.

Primary Incident Screen p.2 (Unit Leader)

Unit Leaders can see and edit the status and profiles of all unit members. Only **Unit Leaders** check **Unit Members** in and out and record their Incident Hours.



Unit Leader Actions Menu

Unit Leaders have additional tools to help them manage units efficiently and easily. By tapping the three dots in the top right corner, they can access the Unit Leader action menu.

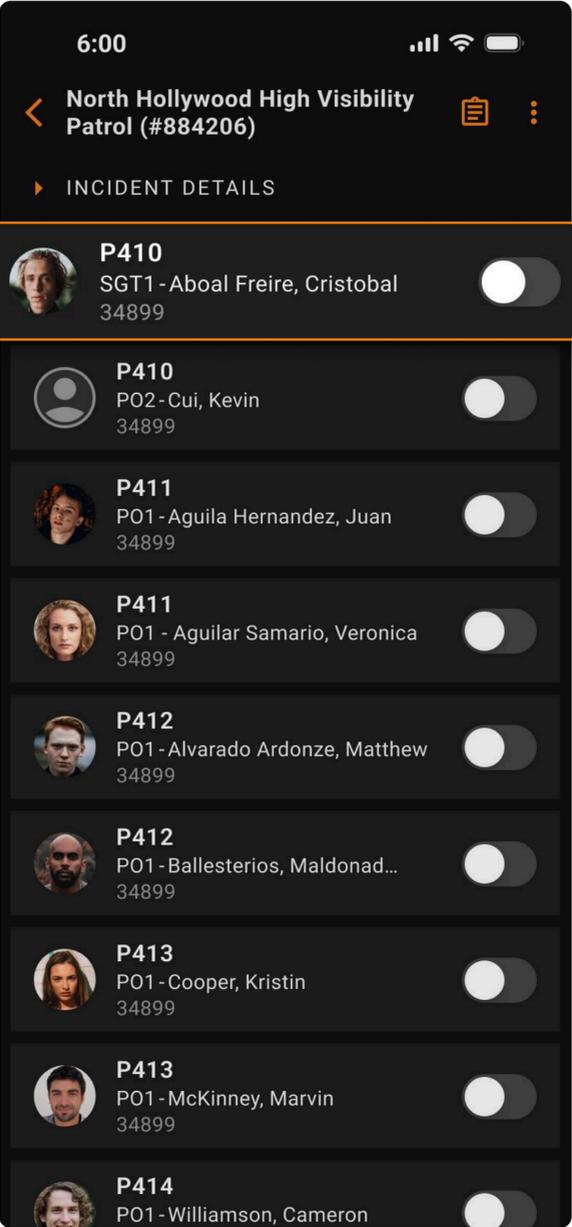
Tap here for menu

The image displays two screenshots of a mobile application interface. The left screenshot shows a list of unit members for 'North Hollywood High Visibility Patrol (#884206)'. Each member entry includes a profile picture, rank (e.g., P410, P411), name, and a toggle switch. A three-dot menu icon is visible in the top right corner. An arrow points to this icon with the text 'Tap here for menu'. The right screenshot shows the 'Unit Leader Actions' menu, which is a dark overlay with a close button (X) in the top right. The menu contains the following options, each with an arrow pointing to a descriptive text block:

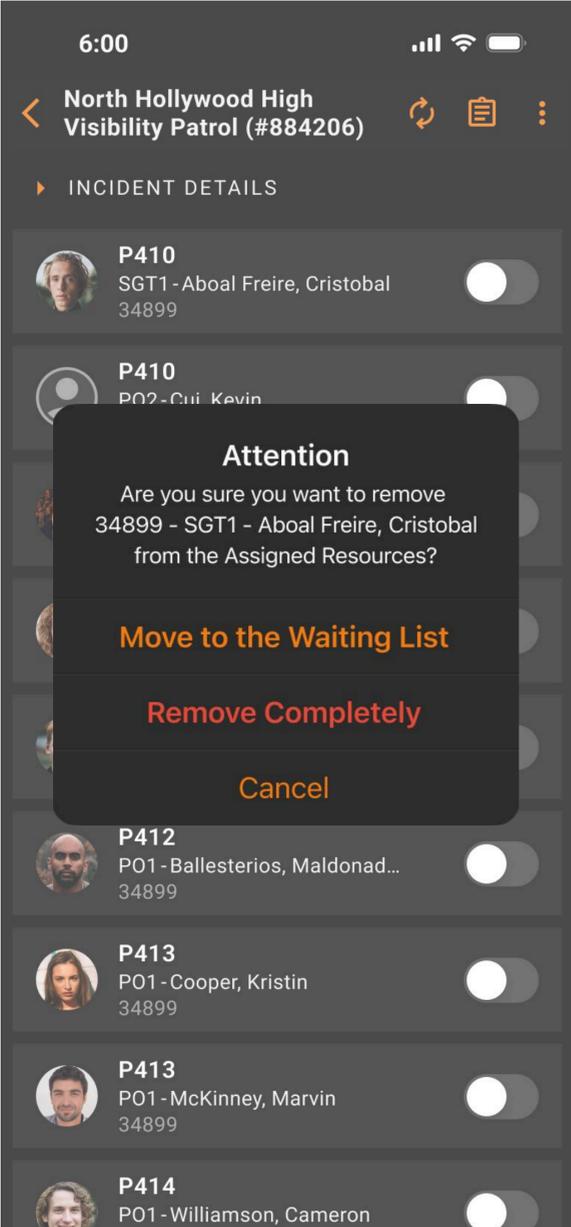
- Add Unit Member**: Add a new member from the waiting list or database
- Update Incident Call Sign**: Update all call signs (in case there are duplicates or changes necessary)
- Check-In All Unit Members**: Check-in is necessary to assign resources
- Incident Start of Shift**: Updates the incident start of shift for automatic hours tracking
- Actual Start of Shift**: Updates the actual start of shift for automatic hours tracking
- Incident End of Shift**: Allows unit leaders view and edit waiting list
- Waiting List**: Enables Unit Leaders to manage assignment of Unit Members
- Demobilize**: Demobilizes all Unit Members

Removing a Unit Member

Unit Leaders also have the ability to remove and add **Unit Members** to and from their unit. By tapping and holding a **Unit Member** card, a dialogue will appear and provide them the option to move a user to the waiting list or from the incident completely.



Step 1



Step 2

6:00

Hendrickson, Gordon SAVE

CALL SIGN: 1A120 CHECKED-IN

SERIAL NUMBER: 34899 NAME: Ballesterios, Maldonado Augustin

PHONE NUMBER: (607) 123 45 67

RANK: SGT1 DIVISION: RMLAG

SHIFT: 4/10 Regular Day Off

TIME RECORD

SCHEDULED END OF SHIFT	1700
ACTUAL START OF SHIFT	1200
INCIDENT START OF SHIFT	1200
INCIDENT END OF SHIFT	1600
INCIDENT REGULAR HOURS	4.0
INCIDENT OVERTIME HOURS	

ASSIGNED VEHICLE

Enter Shop Number ASSIGN VEHICLE

ASSIGNED LESS LETHAL

+ Add Less Lethal

Unit Profile Screen

The unit profile serves as a centralized hub that consolidates all relevant unit information into four distinct sections:

- Personal Information
- Time Records*
- Assigned Vehicles
- Less Lethals

*Only the **Unit Leaders** can edit time records

ASSIGNED VEHICLE REMOVE

SHOP NUMBER: 12345

LICENSE Nº: 123445668

TYPE: Select

NOTES:

STARTING MI:

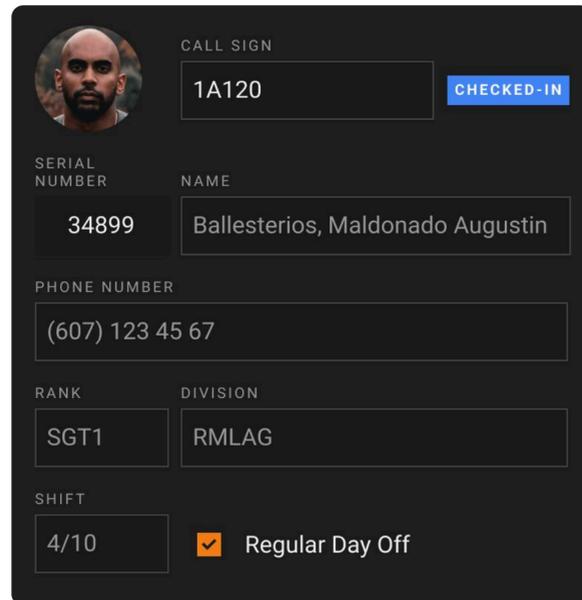
ENDING MI:

TOTAL:

ASSIGNED LESS LETHAL

+ Add Less Lethal

Personal Information



CALL SIGN: 1A120 [CHECKED-IN]

SERIAL NUMBER: 34899 | NAME: Ballesterios, Maldonado Augustin

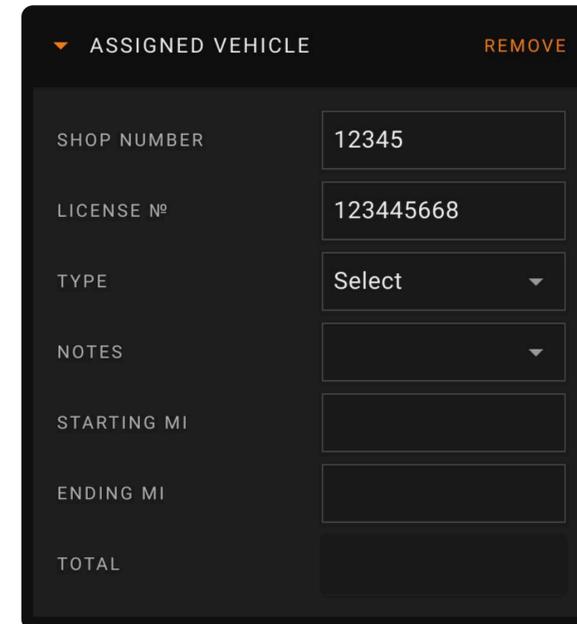
PHONE NUMBER: (607) 123 45 67

RANK: SGT1 | DIVISION: RMLAG

SHIFT: 4/10 [Regular Day Off]

- Callsign
- Check-In/ Check-Out Status
- Serial Number
- Last & First Name
- Phone Number
- Rank
- Division
- Shift Length
- Regular Day Status

Assigned Vehicle (Driver)



ASSIGNED VEHICLE [REMOVE]

SHOP NUMBER: 12345

LICENSE Nº: 123445668

TYPE: Select

NOTES: []

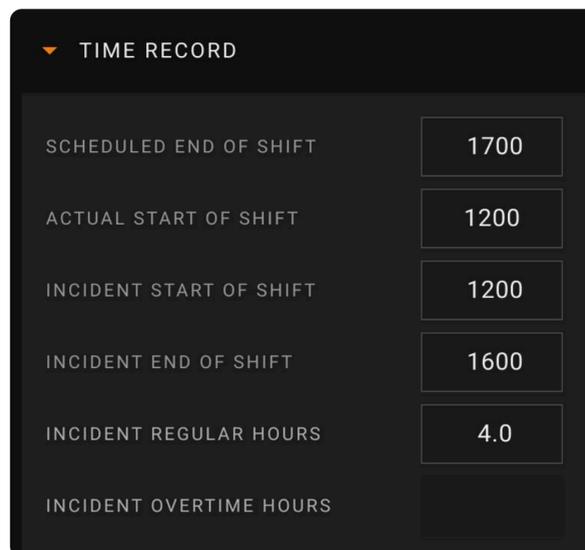
STARTING MI: []

ENDING MI: []

TOTAL: []

- Shop Number
- License Number
- Type
- Starting Mileage
- Ending Mileage
- Total Mileage

Time Tracking



TIME RECORD

SCHEDULED END OF SHIFT: 1700

ACTUAL START OF SHIFT: 1200

INCIDENT START OF SHIFT: 1200

INCIDENT END OF SHIFT: 1600

INCIDENT REGULAR HOURS: 4.0

INCIDENT OVERTIME HOURS: []

- Actual Start of Shift
- Scheduled End of Shift
- Incident Start of Shift
- Incident End of Shift
- Incident Regular Hours
- Incident Overtime Hours

↑
Calculated automatically after all fields have been completed.

Assigned Less Lethals

Various combinations and quantities of less lethals can be assigned to **Unit Members**.

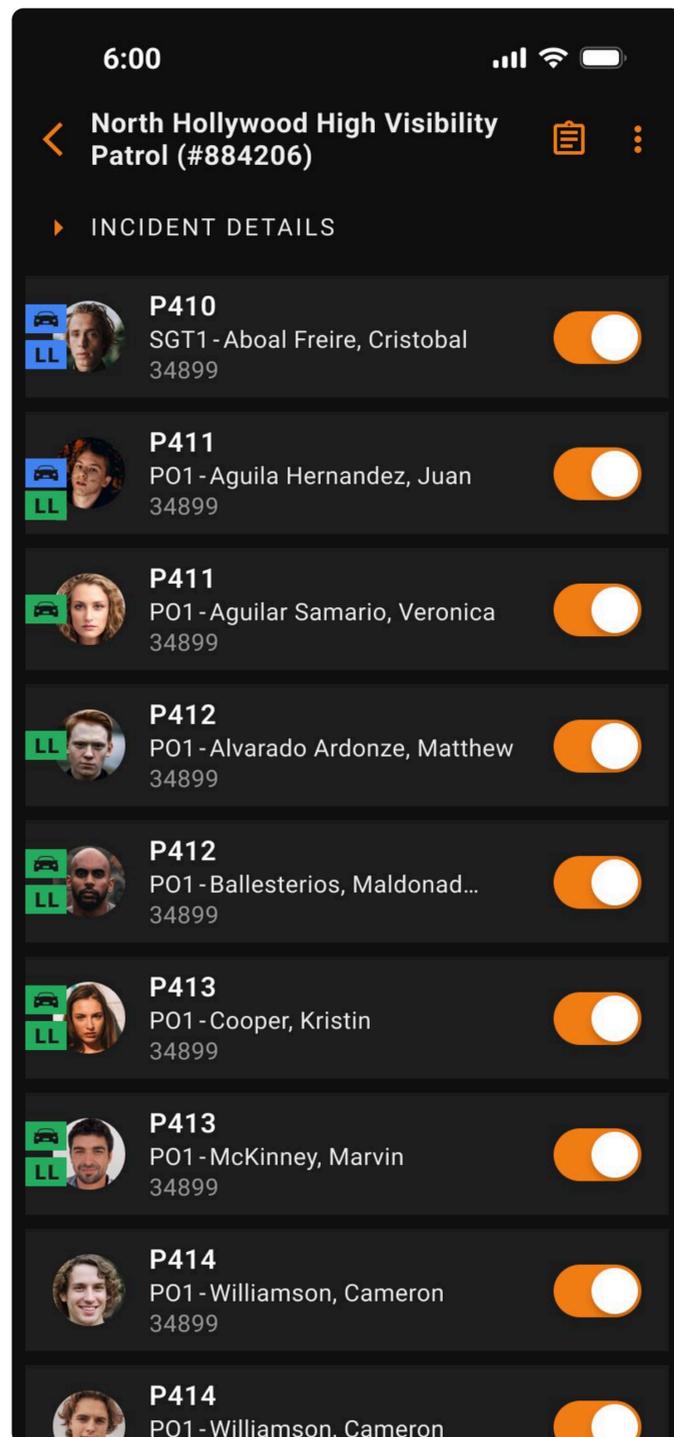
Deployed less lethals are automatically calculated through Significant Actions in the Activity Log, making it easier and more accurate to track less lethal usage during busy or chaotic incidents.

*Ballistic shields have a maximum quantity of 1

The image shows two screenshots of a mobile application interface. The left screenshot displays the profile of a unit member, Gordon Hendrickson, with fields for call sign (1A120), serial number (34899), name (Ballesterios, Maldonado Augustin), phone number ((607) 123 45 67), rank (SGT1), and division (RMLAG). Below the profile is a section titled 'ASSIGNED LESS LETHAL' with a 'REMOVE' button. It lists 'BEAN BAG' and '37 MM LAUNCHER', each with a quantity of 10. A '+ Add Less Lethal' button is at the bottom. The right screenshot shows the 'Select Less Lethal Types' screen. It has a title bar with a back arrow, 'Select Less Lethal Types', and an 'ADD' button. Below the title bar is the instruction: 'Choose the Less Lethal types you're assigning and specify Rounds out where applicable.' There is a 'ROUNDS OUT' column. The 'Bean Bag Shotgun' option is checked, and its 'ROUNDS OUT' field contains the number '10'. Other options include '37 mm Launcher', '40 mm Launcher', 'Taser', 'Bolawrap', and 'Ballistic Shield'. Annotations with arrows point to the 'ADD' button and the 'ROUNDS OUT' field for 'Bean Bag Shotgun'.

Annotations:

- Click add to finish assignment.
- Field only becomes active after the checkmark is tapped



Resource/Equipment Indicators

As **Unit Members** are assigned vehicles and less lethals during an incident, corresponding icons will be enabled on the overview screen.



Vehicle Assigned - Requires Mileage update



Vehicle Assignment - Ending Mileage is provided



Less Lethal is assigned - Record is complete

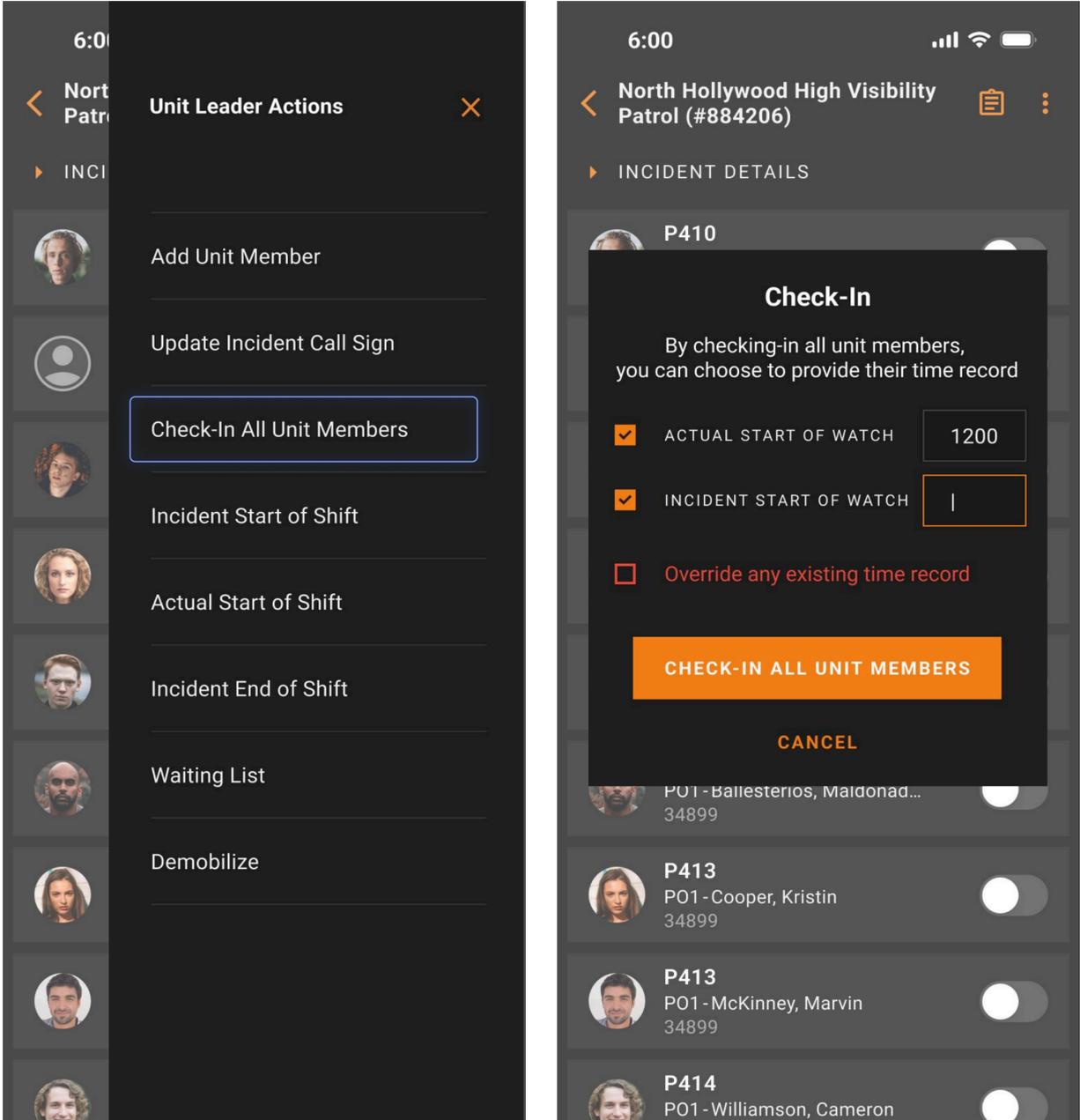


Less Lethal Deployed

*Less Lethal rounds In are considered equal to Rounds out, unless Rounds Deployed are specified in Significant Actions Activity Log

Checking in All Unit Members

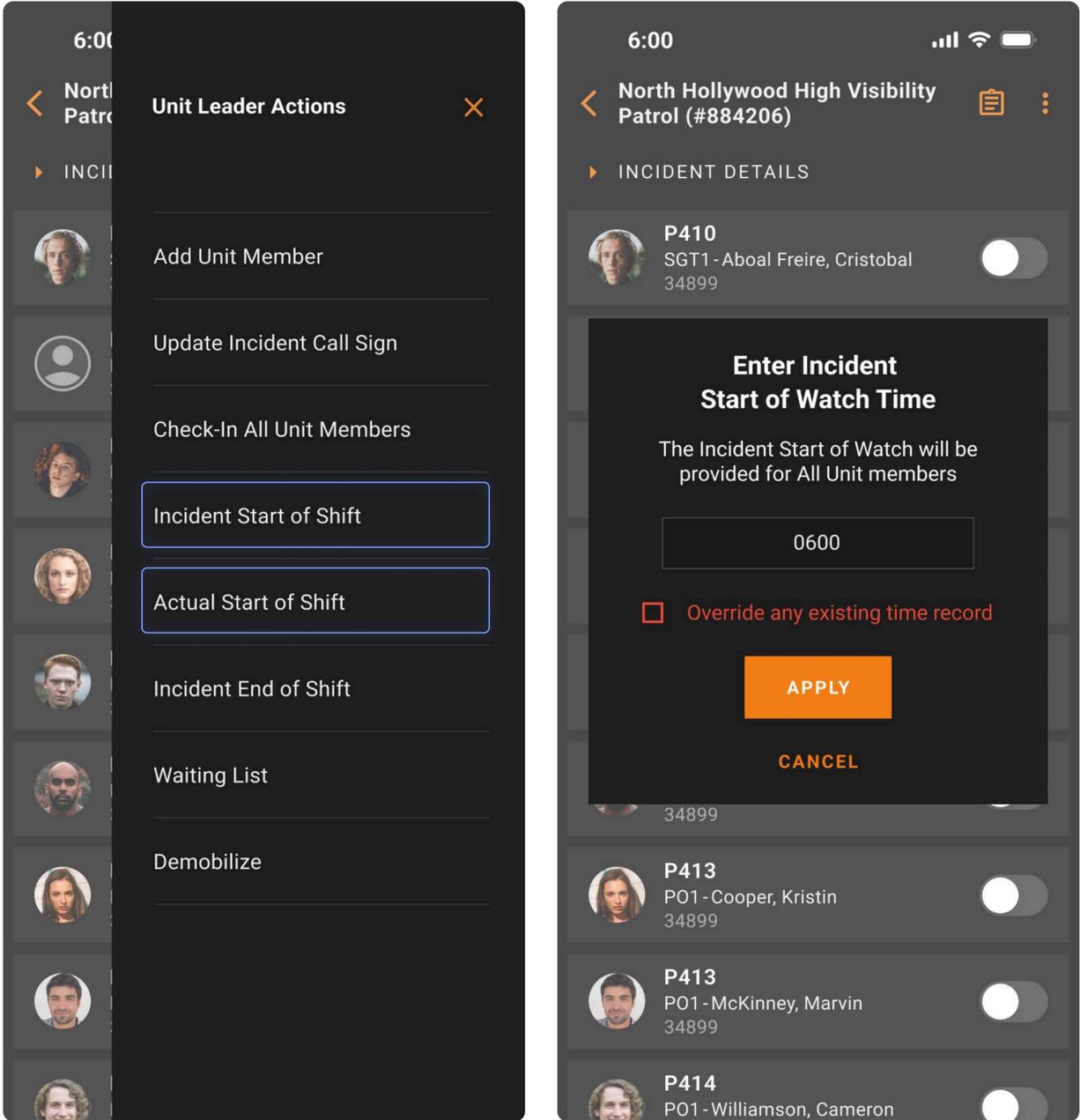
If all **Unit Members** are present, **Unit Leaders** can choose to check-in all members at once through the action side menu. By doing so, **Unit Leaders** can also automatically apply time entries for incident and actual start of shift.



*Checking the **“Override existing time record”** checkbox will overwrite any previous actual start of shift and incident start of shift fields for Unit Members

Updating Incident Start of Shift

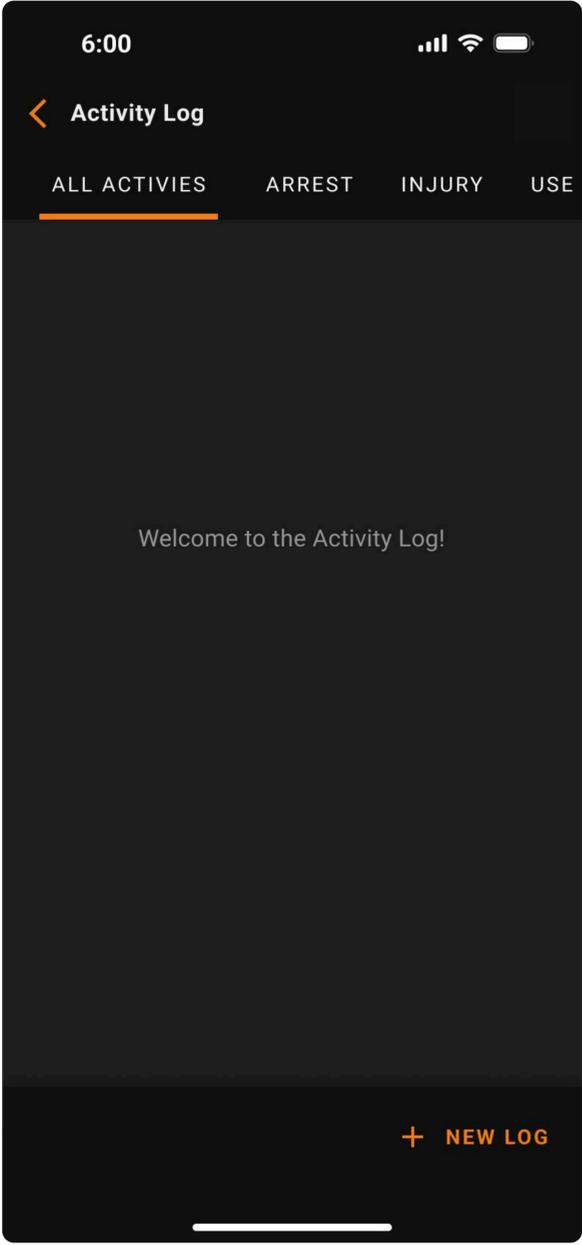
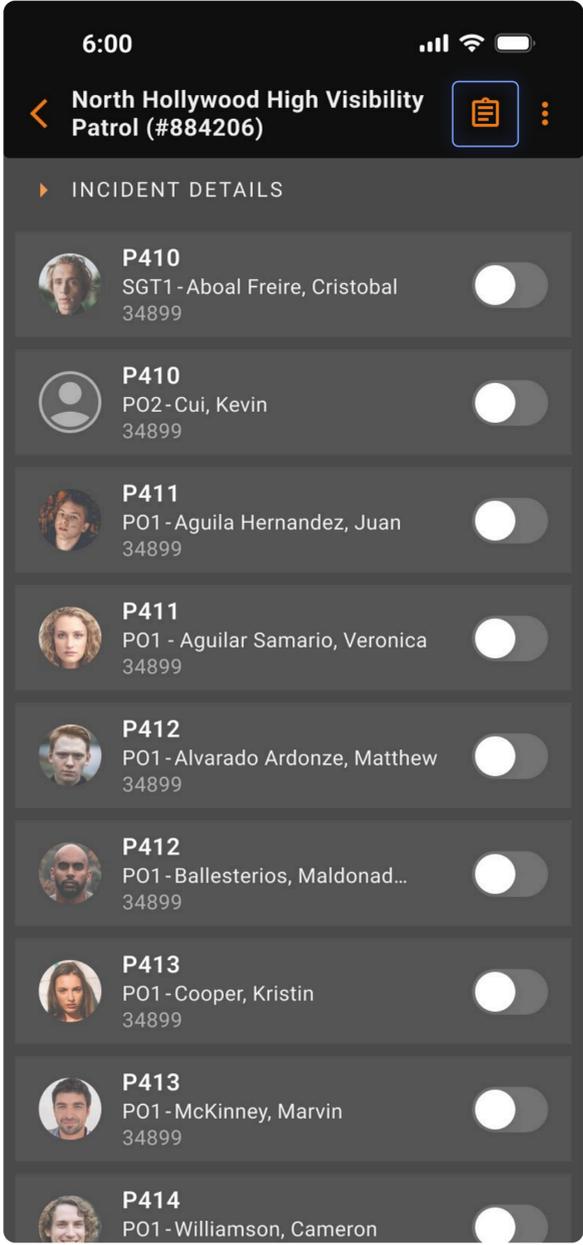
Unit Leaders may sometimes need to update time records for either incident or actual start of shift. To avoid updating each individual **Unit Member** through a tedious and repetitive process, they can update this time for multiple **Unit Members** at once. They can choose to either apply this update for **Unit Members** who have not had a time entry yet, or for all **Unit Members**.



Navigating the Activity Log

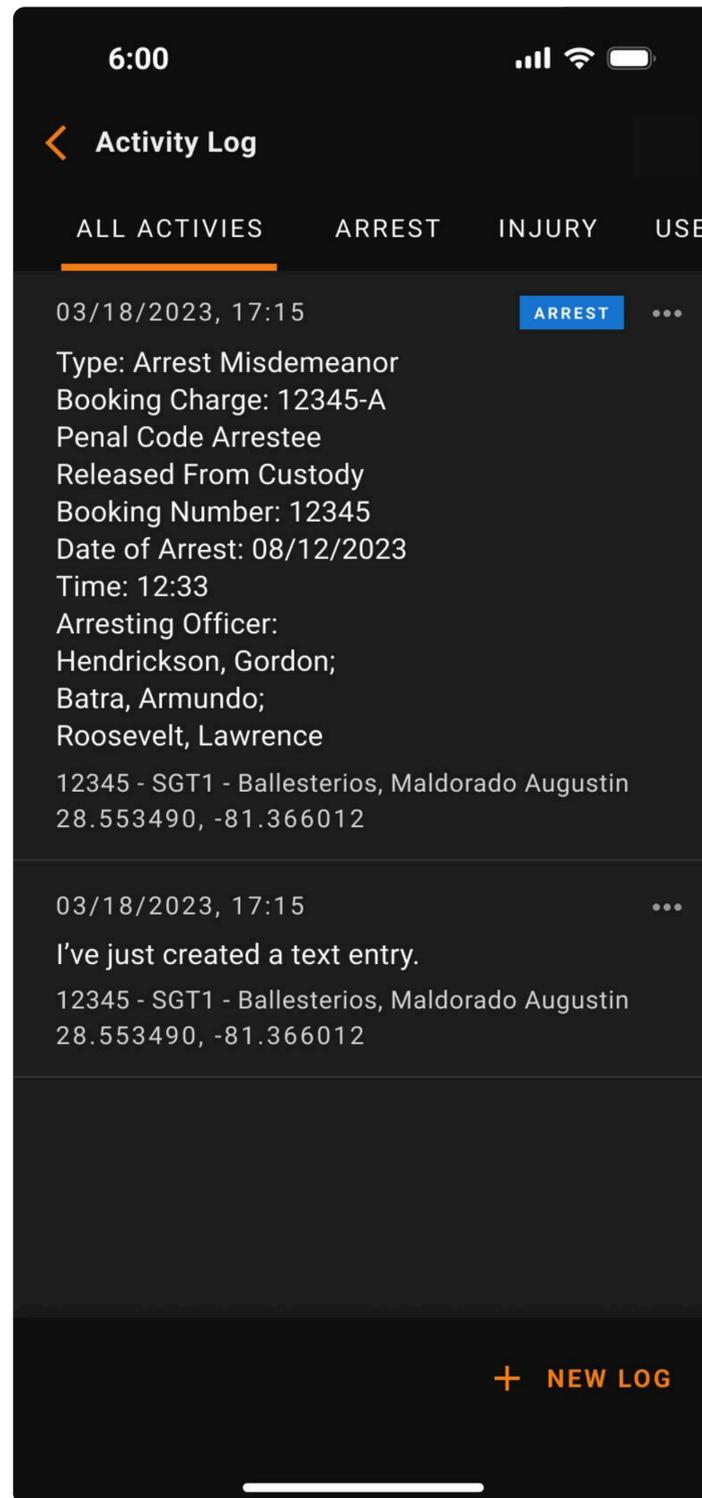
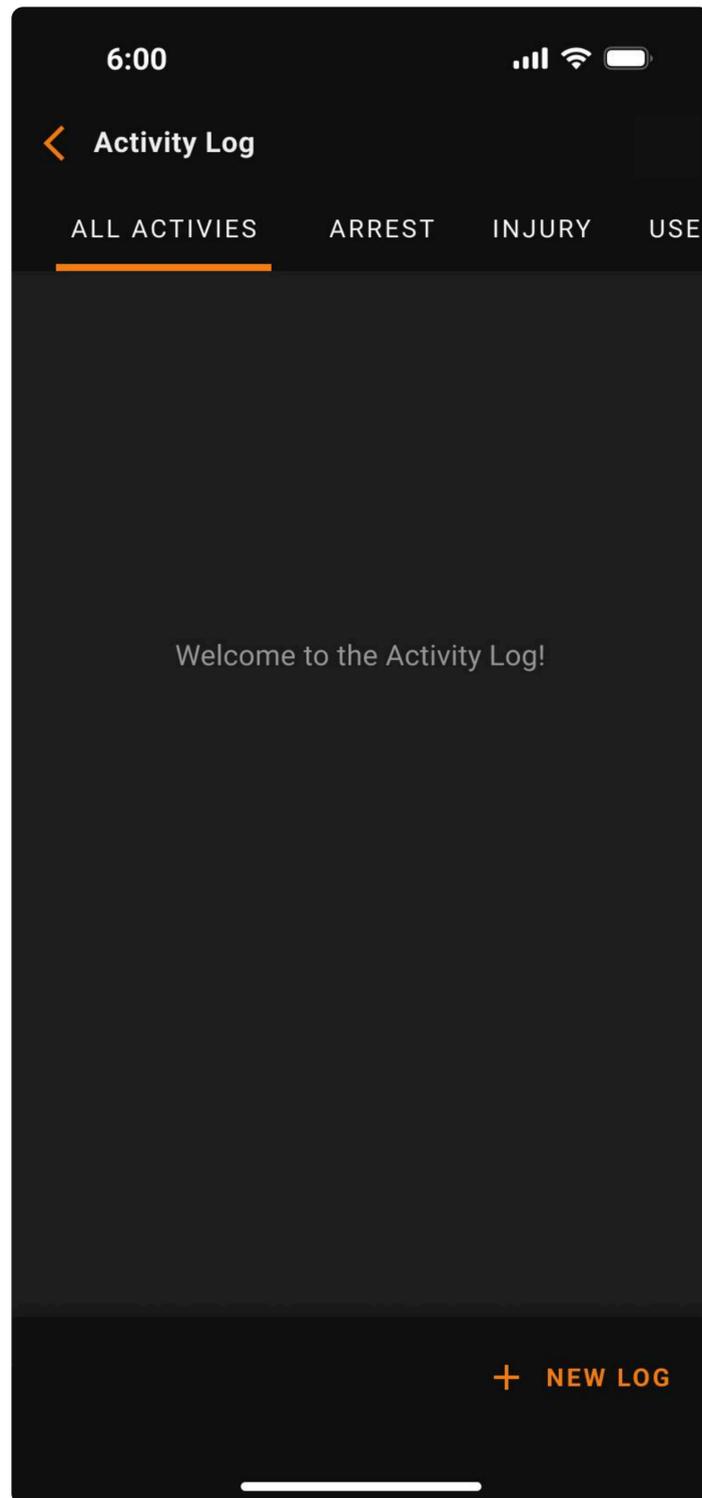
The activity log enables **Unit Members** and **Unit Leaders** to access and record incidents, actions, and events related to the unit's activities.

This facilitates efficient documentation for future reference and reporting purposes. Data is synced between the mobile & web applications and can be downloaded as a part of the 211/214 ICS form.



← Swipe to navigate and sort by different categories

← Tap to create a new entry



Using the Activity Log

Activity log entries support a basic text entry and 6 special categories:

- Arrest
- Injury
- Use of force
- Incident report
- Significant actions
- Citation

Date, time & Location of an entry is recorded automatically at creation for ease of use, but can be adjusted at any time.

Some categories, such as significant actions, will inform and automatically fill out fields for the 211 Demobilization Form, creating an easier check-out procedure.

Activity Log Entry Types

Shown below are examples of each of the types of activity log entry categories, and how the required information for each differs.

Basic Text

The 'Basic Text' form is displayed on a mobile device. At the top, the time is 6:00. Below the 'Activity Log' header, there are tabs for 'ALL ACTIVIES', 'ARREST', 'INJURY', and 'USE OF FORCE'. The 'ALL ACTIVIES' tab is selected. The form includes a 'DATE' field with '3/18/2023' and a 'TIME' field with '17:15'. Below these is a large text area with the placeholder 'Enter activity text here'. At the bottom, there are 'Cancel' and 'Save Log' buttons. A keyboard is visible at the bottom of the screen.

Arrest

The 'Arrest' form is displayed on a mobile device. At the top, the time is 6:00. Below the 'Activity Log' header, there are tabs for 'ALL ACTIVIES', 'ARREST', 'INJURY', and 'USE OF FORCE'. The 'ARREST' tab is selected. The form includes radio buttons for 'Misdemeanor' (selected) and 'Felony'. Below are fields for 'BOOKING CHARGE' (12345) and 'PENAL CODE' (12345). There is a '+ Add Arresting Unit Member' button and an 'ARRESTEE NAME' field containing 'John Johnson'. A checkbox for 'Arrestee was Released from Custody (RFC)' is present. At the bottom, there are 'CANCEL' and 'SAVE LOG' buttons. Fields for 'DATE' (mm/dd/yy) and 'TIME' (XX:XX) are also visible.

Injury

The 'Injury' form is displayed on a mobile device. At the top, the time is 6:00. Below the 'Activity Log' header, there are tabs for 'ALL ACTIVIES', 'ARREST', 'INJURY', and 'USE OF FORCE'. The 'INJURY' tab is selected. The form includes a text field for 'INVOLVED OFFICER' containing '12345-SGT1-Aboal Freire, Cristobal'. Below are radio buttons for 'STATUS' with options: 'Transported to the Hospital' (selected), 'Treated at Scene', 'To be treated Demob-at-Scene', and 'Returned to Unit'. There is also an empty radio button. A 'NOTES' field contains 'Goes here'. At the bottom, there are 'CANCEL' and 'SAVE LOG' buttons. Fields for 'DATE' (mm/dd/yy) and 'TIME' (XX:XX) are also visible.

Activity Log Entry Types (continued)

Use of Force

6:00

Activity Log

INJURY USE OF FORCE INCIDENT R

INVOLVED OFFICER
12345-SGT1-Aboal Freire, Cristobal

+ Add Involved Unit Member

SUSPECT NAME
John Johnson

LEVEL
 1
 2
 3

NOTES
Start Typing

DATE mm/dd/yy TIME XX:XX

LOCATION
322 Nelson road

CANCEL SAVE LOG

Incident Report

6:00

Activity Log

RCE INCIDENT REPORT SIGNIFICANT ACTI

INCIDENT NUMBER
123567

TYPE OF REPORT
 Stolen/Lost Property
 Battery Misdemeanor
 Battery Felony
 Domestic Violence
 0/25

NOTES
Start Typing

DATE mm/dd/yy TIME XX:XX

LOCATION
322 Nelson road

CANCEL SAVE LOG

Significant Actions

6:00

Activity Log

INCIDENT REPORT SIGNIFICANT ACTIONS

NOTES
Start Typing...

INVOLVED OFFICER
34899-PO1-Ballesterios, Maldonado... (X)

Select if Less Lethal was deployed

LESS LETHAL DEPLOYED Bean Bag ROUNDS 5

DATE mm/dd/yy TIME XX:XX

LOCATION
322 Nelson road

CANCEL SAVE LOG

Citation

6:00

Activity Log

REPORT SIGNIFICANT ACTIONS CITATION

Traffic Parking Released from Custody

VIOLATION CODE Ex.:12345 VC CITATION NUMBER

VIOLATOR'S NAME
John Johnson

+ Add Citing Unit Member

NOTES
Start Typing 0/1024

DATE mm/dd/yy TIME XX:XX

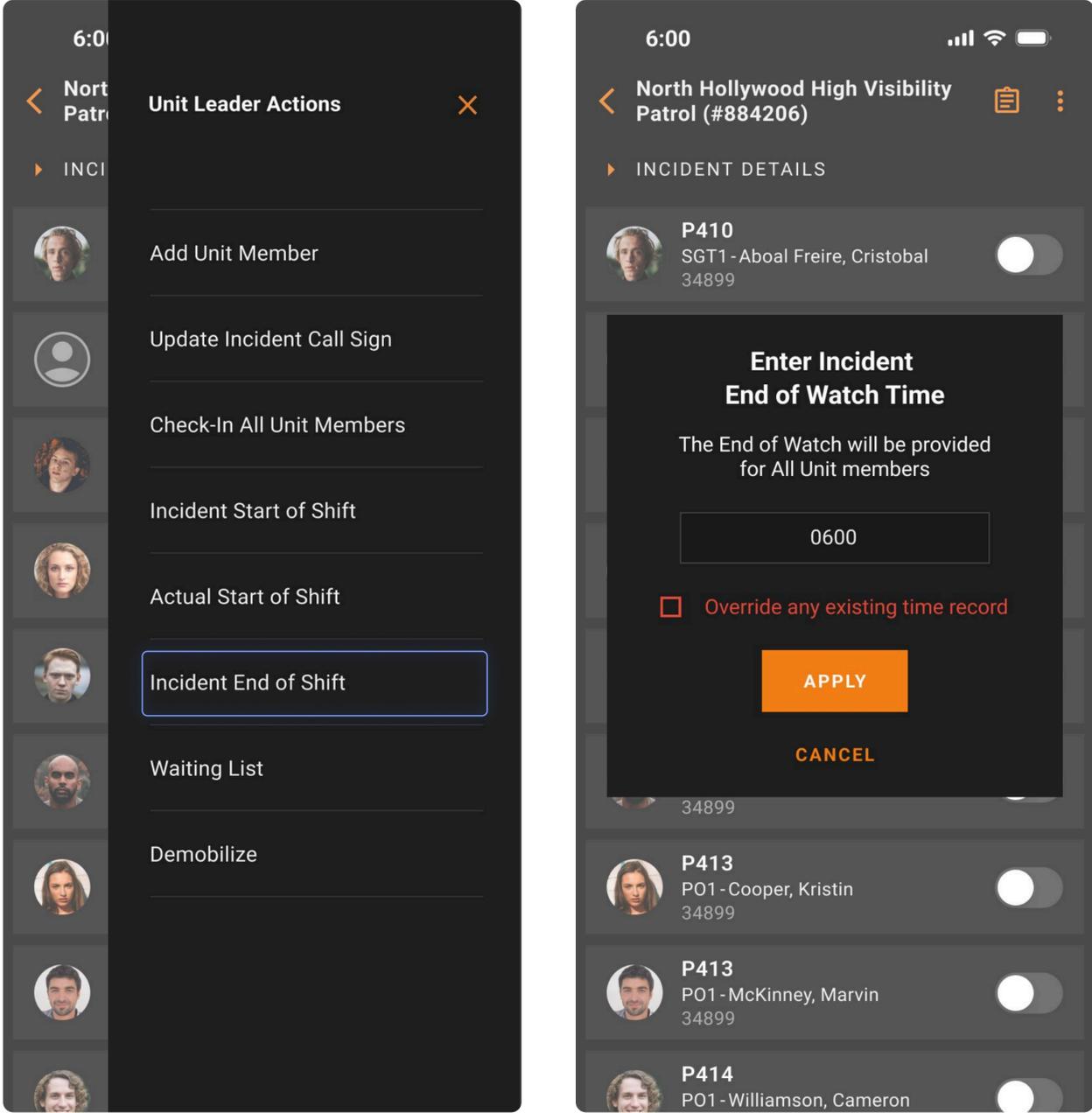
LOCATION
322 Nelson road

CANCEL SAVE LOG

Updating Incident End of Shift

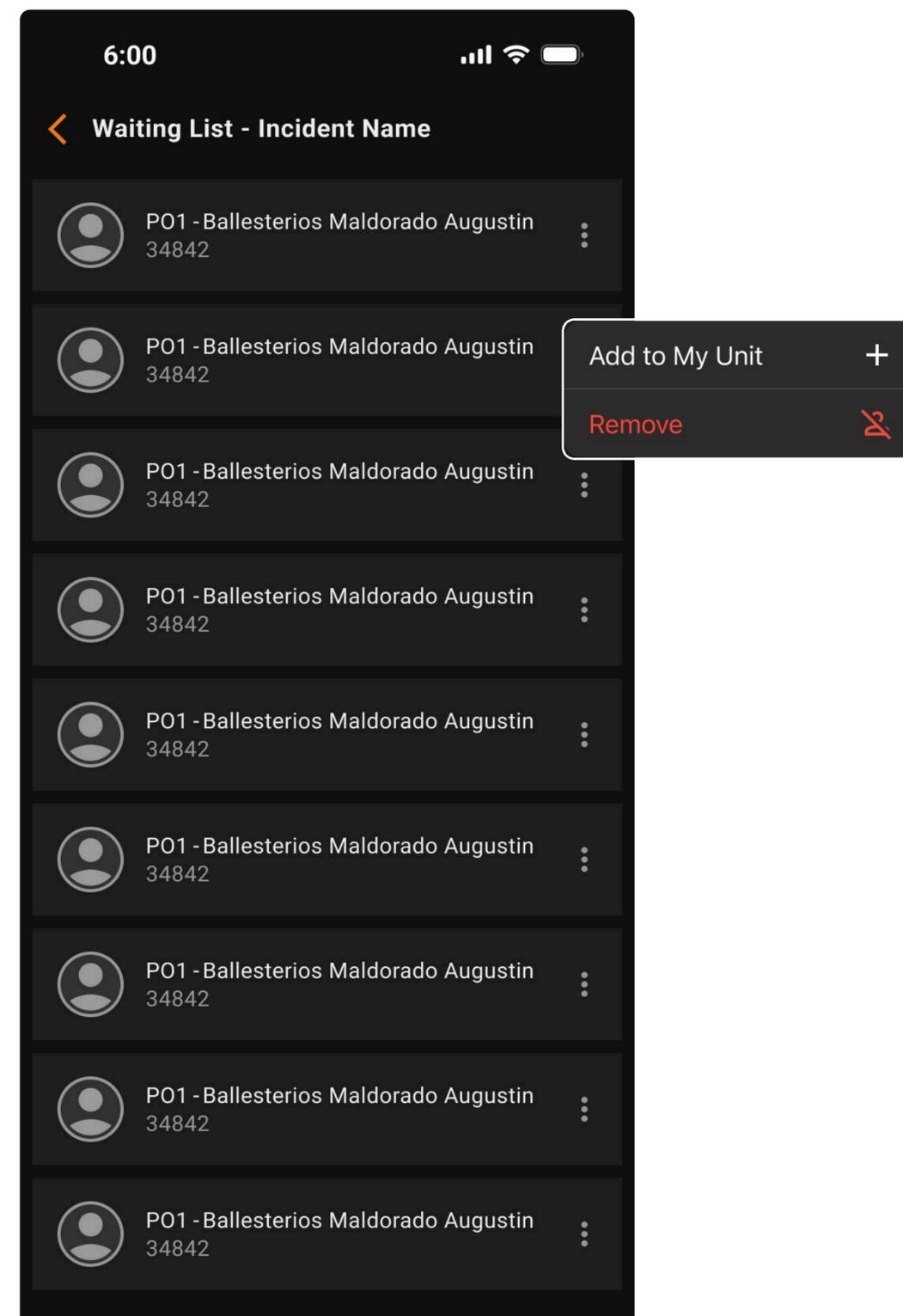
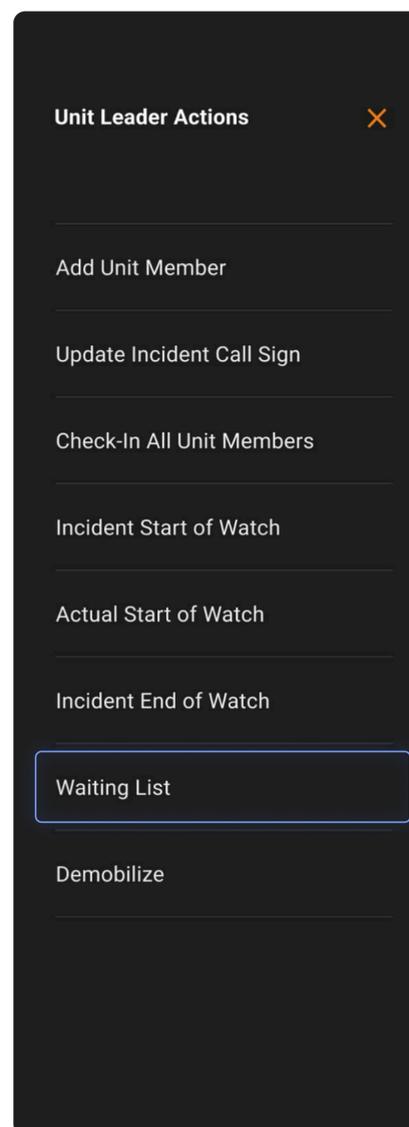
To expedite the demobilization process, **Unit Leaders** also have the option to update time records for all **Unit Members** at once. This reduces the need to update each unit member one-by-one through a tedious and repetitive process.

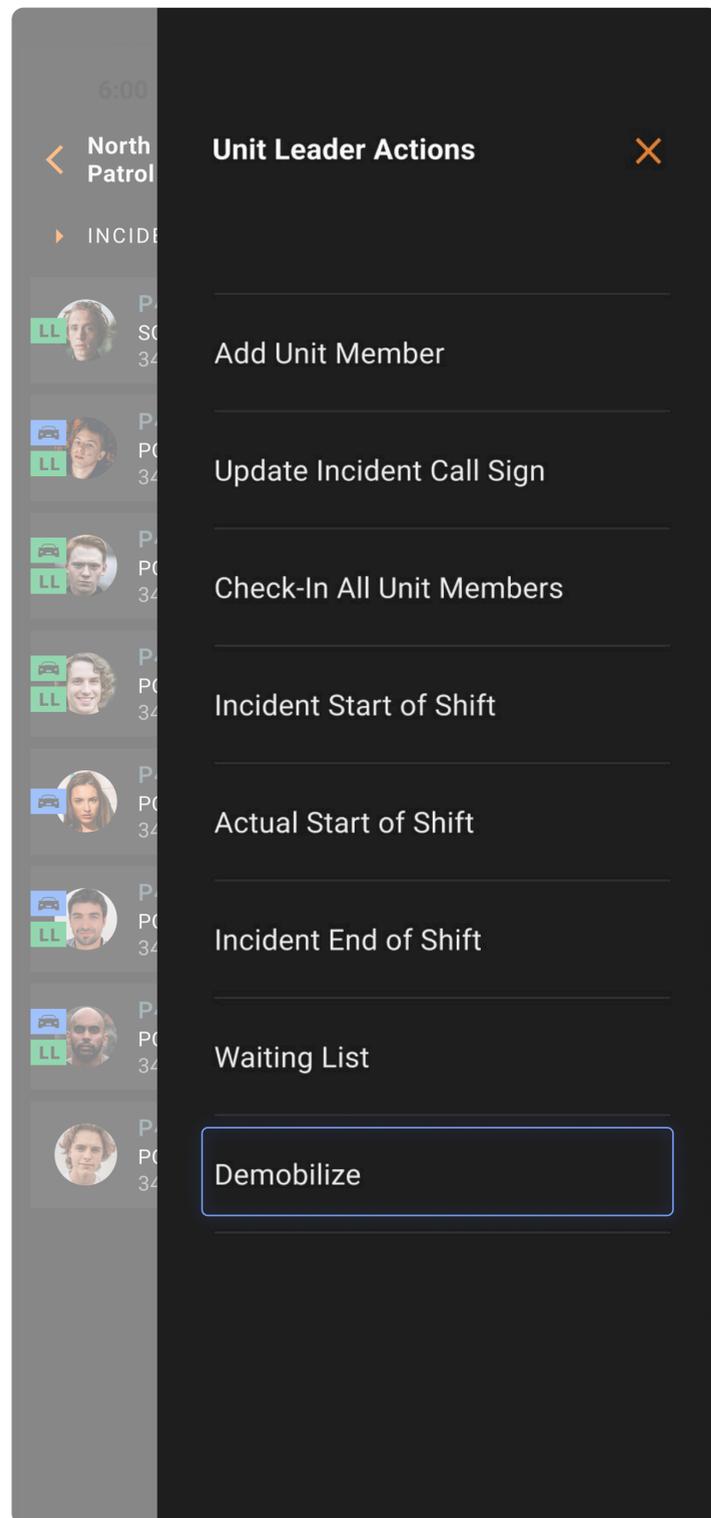
They can choose to either apply this update for unit members who have not had a time entry yet, or for all **Unit Members**.



Waiting List

Unit Members can be removed from an incident or placed into a temporary holding group under the Waiting List tab. From here, **Unit Leaders** may choose to bring **Unit Members** back to the incident or remove them completely from an incident.





Demobilization

The **Unit Leader** can initiate Demobilization from the side menu panel.

Only users with complete profiles, including time records, mileage calculations, and less lethal assignment details, will be demobilized. Users with incomplete profiles will be listed in a dialog displayed at the end of the process.

