

# NZ Community Patrols

## Electronic Reporting System (ERS) V2.51

### User Guide for Mobile Devices

Install the **Zoho Creator** App on your device from either [Android Play](#) or [Apple Store](#).

On the device tap the **Zoho Creator** icon.

*If the system requires a username and password, they have been supplied to your patrol administrator.*

Tap on [CER] (CPNZ Electronic Reporting)

You will be presented with some options.

You will return here at the end of your patrol to use [End Patrol]

To begin any ERS reporting tap on [Data Entry]

Tap on the down arrow.

You will be presented with three report options

**Patrol Start** **Non-Reportable Incident** **Reportable Incident**

Tap on your choice and wait for it to open.

#### **Patrol Start**

##### View latest Intel

You have the option to be presented with the latest INTEL.

*Intel information will open in a new page. You should be able to simply close that page after reading it.*

##### Date-Time **[Mandatory]**

To select the current date and time, click [Set]. To change the date or time, tap anywhere in the field and the date selector will open. Scroll the numbers until the correct data appears in the centre between the two lines. Once you have both the date and the time as you want it, tap [Set].

##### Are you in a patrol owned vehicle? **[Mandatory]**

If you are patrolling in your usual patrol vehicle that is registered to your patrol, select [Yes]

If are using another vehicle not directly attached to your patrol, select [No]. You will now be presented with two new fields allowing you to enter your vehicle registration number, make and model of the vehicle.

If you are not using any motor vehicle, i.e. foot or bicycle patrol, select [Foot patrol or other non-vehicle]

##### Odometer Start **[Mandatory]**

Tap anywhere in the field. Type in the current reading on the vehicle's odometer.

*At this point you may want to try and call Police Comms to log in. The details you need will be on the screen now.*

### Patroller 1 [Mandatory]

Tap anywhere in the field and you will be presented with a list of patrollers in your Community Patrol. Tap on the person's name. Click [Done] on top right of the screen.

*[You can use the search window here, if you have a long list of names]*

### Patroller 2 [Mandatory]

Repeat as for Patroller 1.

### Additional Patrollers?

Should have more than two patrollers on a patrol, you can select the down arrow and answer "Yes". You will then have an additional two areas to enter data for patrollers 3 and 4.

### Do you have any visitors on this patrol?

If you are carrying visitors during this patrol select [Yes]

Otherwise leave it unanswered.

If you selected [Yes] More fields will open for you to enter the details of your visitors.

### Visitor-1 Name

Tap anywhere in the field. Type in the full name of a third person if you have someone with you.

### Visitor-1 Reason

Tap anywhere in the field. Type in a reason for the first visitor to be on this patrol.

*Repeat for a second visitor if necessary*

### [Police Event Number]

Enter the number you are given by Comms. If you are unable to obtain a police event number, ensure "NA" is entered instead. *If you do not manage to contact Comms now, keep trying during your patrol. If you do obtain a number, enter it in the "Additional Notes" field at the end of your patrol.*

### Was DCC Contacted

Select [Yes] or [No] as your response.

### Additional Notes

To leave a note along with your Patrol Start report, tap inside the box.

### Report submitted by: [Mandatory]

Tap anywhere in the field and you will be presented with a list of patrollers in your Community Patrol. Tap on the person's name who is sending this report. Click [Done] on top right of the screen.

Save the report by tapping [Submit].

## **Non-Reportable Incident**

*A non-reportable event covers those times when a patrol has carried out a task and NO OTHER ACTION was required. Do not use this form if the patrol carried out any activities that are described under the "Classification of Event" options on the Reportable Incident Form.*

### **Date-Time [Mandatory]**

To select the current date and time, click [Set]. To change the date or time, tap anywhere in the field and the date selector will open. Scroll the numbers until the correct data appears in the centre between the two lines. Once you have both the date and the time as you want it, tap [Set].

### **Location [Mandatory]**

Select the option that is most suitable.

Selecting [Pre-selected locations] will open the fields that contain places that your patrol administrator has set-up for you. You can select more than one location if required.

Selecting [Enter other location] allows you to type in the location.

### **Reason for visit to location [Mandatory]**

Select the option that best describes why you are at the location.

### **Action Taken by Patrol [Mandatory]**

Select the option that most accurately describes the handling of this incident. *Note: If the police were involved, you should raise this report to a Reportable Incident. Tap on the [Upgrade the report to a Reportable Incident] option elsewhere in the form. Your report will contain all the information you have entered so far, even if you can no longer see it.*

### **Does this incident involve a vehicle?**

*If no vehicle was involved, you can leave this question unanswered.*

If you answer [Yes] you will then have additional fields available for you to describe the vehicle and check on its stolen status.

Enter the registration plate details into the space provided.

You can provide additional descriptions of the vehicle in the [Additional Notes] field provided.

To run a check on the stolen status of the **plate details you entered**, select [Yes] on the [Would you like to perform a stolen vehicle [CARJAM] check?] box.

Two additional fields will appear.

Tap on the [Carjam] button or hyperlink that appears.

A web page will open with the details of the vehicle associated with the plate details you entered. Check the Carjam description of the vehicle is the same as the vehicle you are reporting on. Note the stolen status directly under the photo of a vehicle. *N.B. The photos are often of a similar vehicle and may be different in some ways such as the colour of the vehicle.*

Back off or close the web page down as necessary.

Answer the question in the ERS form [Stolen State]

ADDITIONAL VEHICLE DETAILS - Make, Model, Type, Year, Colour

Provide any other helpful information regarding the vehicle or vehicles involved in this incident.

Upgrade this report to a Reportable Incident

*This is only used if you started filling out a Non-Reportable Incident form and the incident later escalated to a Reportable Incident event. You will then be presented with a form that contains all the fields for both types of event.*

See **Reportable Incident** below for instructions on using this type of report.

Additional Notes

To leave a note along with your Non-Reportable Incident form, tap inside the box.

To be followed up by the patrol?

Used to signal to your patrol administrator that further action may be required.

Report submitted by: [Mandatory]

Use the drop-down list to select the name of the patroller submitting this report.

Save the report by tapping [Submit].

## **Reportable Incident**

### View latest Intel

You have the option to be presented with the latest INTEL.  
*Intel information will open in a new page. You should be able to simply close that page after reading it.*

### Date-Time [Mandatory]

To select the current date and time, click [Set]. To change the date or time, tap anywhere in the field and the date selector will open. Scroll the numbers until the correct data appears in the centre between the two lines. Once you have both the date and the time as you want it, tap [Set].

### Events – Main Classification [Mandatory]

Select the most accurate classifications that you find in this extensive list. You can select as many as you find appropriate.

### Events – Sub Classification [Mandatory]

Select the most accurate classifications that you find in this extensive list. You can select as many as you find appropriate.

### Location Selection [Mandatory]

Select the option that is most suitable.  
Selecting [Use pre-selected locations] will open the fields that contain places that your patrol administrator has set-up for you. You can select more than one location if required.  
Selecting [Enter other location] allows you to type in the location.

### Reason for visit to location [Mandatory]

Select the option that best describes why you are at the location.

### Police Event Number

Enter the number you are given by Comms. You can omit including the first two digits "P0". Tap the field and enter the remaining numbers you are given by Comms. *If you do not manage to contact Comms now, keep trying during your patrol and enter the number in your notes at the end of your patrol.*

### Event initiated by [Mandatory]

Select the most appropriate answer.

### Action Taken by Patrol [Mandatory]

Select the option that most accurately describes the handling of this incident.

### Does this incident involve a vehicle?

*If no vehicle was involved, you can leave this question unanswered.*

If you answer [Yes] you will then have additional fields available for you to describe the vehicle and check on its stolen status.

Enter the registration plate details into the space provided.  
You can provide additional descriptions of the vehicle in the [Additional Notes] field provided.

To run a check on the stolen status of the plate details you entered, tap [Yes] on the [Would you like to perform a stolen vehicle check?] box.

Two additional fields will appear.

Tap on the [Carjam] button or hyperlink that appears.

A web page will open with the details of the vehicle associated with the plate details. Check the Carjam description of the vehicle is the same as the vehicle you are reporting on. Note the stolen status directly under the photo of a vehicle. *N.B. The photos are often of a similar vehicle and may be different in some ways such as the colour of the vehicle.*

Back off or close the web page as necessary.

Answer the question in the ERS form [Stolen State]

Do you need to include a description of a PERSON involved in this incident?

*If a person or persons were involved in the incident and need to report this, select [Yes]. You will then be presented with additional options.*

Person 1 Basic Description

*Used when persons are involved, and you need to include their descriptions in your report. Use the options provided in the menu to select various personal details of the person you are describing. You can select as many of the options as necessary to describe the person. For example, if the age of the person looks to be 24 – 28 years, you can select two ranges such as [Age 21 -25] & [Age 26- 30]. This also applies to other fields in this area.*

Person 1 - Additional identifying features...

*You can write down any additional details that help describe or identify the person. Repeat the above for a second person if there is one.*

Do you have any WITNESS details to include in this report?

*If a person or persons have provided or are willing to provide witness statements, select [Yes]. You will then be presented with an additional option allowing to make notes regarding names, descriptions, actions etc..*

FULL SUMMARY OF EVENT [Mandatory]

*This is where you will provide accurate details of what occurred regarding this incident. The more information you provide here, the better the authorities will be to follow-up on what has occurred. Often, using the voice dictation system provided by your device, will quicken the process of entering a lot of data.*

Photo 1

*If you intend to add photos to your report, select the down arrow and select the method best suited at the time. If your device provides it, you can attach photos to your report.*

Do you require more photos?

*Select the drop down arrow and answer yes, to include up to four more photos to your report.*

Report submitted by: [Mandatory]

*Select the name of the patroller submitting this report.*

Save the report by tapping [Submit]

## **End Patrol**

Return to the initial screen where you commenced your reporting, there you will see the "End Patrol" option. Tap on [End Patrol]

From the drop-down menu [Patrollers] select the name of one of the patrollers on the patrol.

From the drop-down menu [Patrol Start Date] select the date when the patrol STARTED.

Select [End Patrol]

Patrol End Time [Mandatory]

If this is not showing the correct time that you ended your patrol, tap anywhere in the field and the date selector will open. To select the current date and time, click [Set]. To change the date or time scroll the details until the correct data appears in the centre between the two lines. Once you have both the date and the time as you want it, tap [Set].

Odometer End

Enter the current odometer reading from the patrol vehicle.

Fuel Tank Level

Select the value that most closely indicates the amount of fuel remaining.

Fuel Purchased

Enter the value of fuel purchased during this patrol.

Payment Method

Select the most appropriate option.

Fuel Cards Remaining

Total up the value of any fuel cards remaining in this vehicle.

Followup Notes

Add any comments that you want to mention to your patrol administration.

Health and Safety Notes

If anything occurred during this patrol that needs to be recorded as a Health & Safety issue, select Yes. Complete the information in the areas that become available.

End Report Submitted By:

Select the patroller who is submitting this report.

Save the report by tapping [Update].