Criminal Complaint

Created by McHenry County Circuit Clerk – 5/21/2018 – Version 2.1

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Application Description

This application will help facilitate the creation of Criminal Complaint reports, by making input easier as well as by standardizing charge information and enforcing data integrity. This application also creates a PDF file of the report, automatically generates additional documents based on user input, as well as exporting the report data to XML files.

Installation

Pre-Requisites

1. Computer with Windows XP or later installed, capable of running desktop applications
2. .Net Framework 2.0 or higher (link goes to version 3.5)
      - Download from here: https://www.microsoft.com/en-us/download/details.aspx?id=21
3. Crystal Reports Runtime, version 13
      - Find the installer here: http://www.circuitclerkofmchenrycounty.org/CriminalComplaint
4. Internet Access
5. Administer Privileges to install application
6. Permissions on network share to create folders and files

## Prepare for the Installation

1. Please ensure you have met all the pre-requisites
2. Check to make sure you have the .Net Framework installed
3. Download and install the appropriate version of the Crystal Reports runtime
4. Download the installer ZIP file and save onto your computer ("Save As")
5. Open the ZIP file by double-clicking it, then extract all files
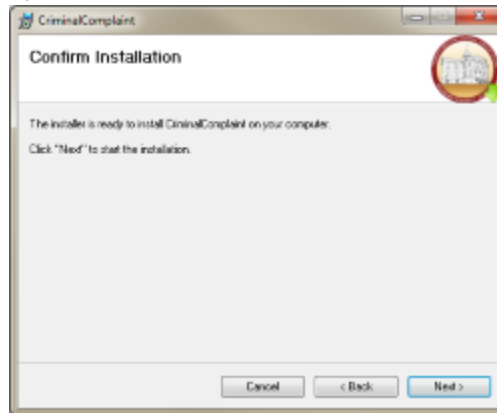
Install the Application

1. Open the extracted folder, right-click "Setup.exe" and choose "Run as Administrator"
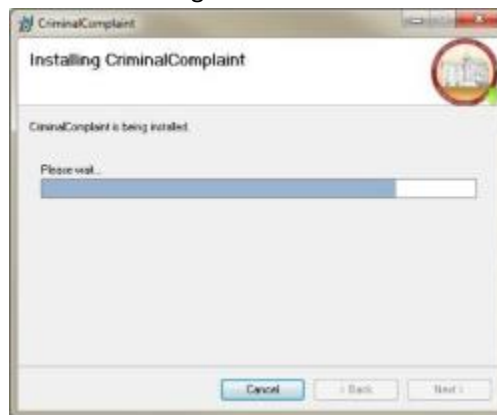2. Upon launching the installer, you will see the following screen, Click 'Next':

3. At this screen, you may choose a different installation folder if you wish (default folder is recommended). Please leave 'Everyone' selected in the lower section.
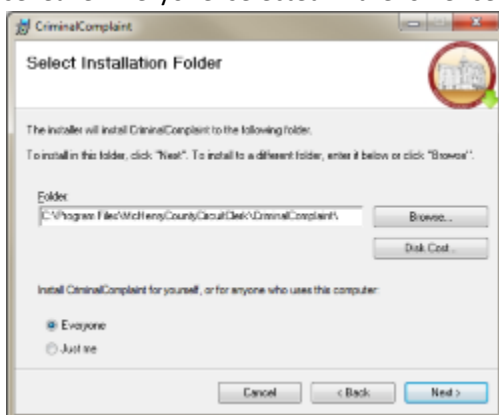
4. When you're ready to perform the installation, click 'Next'

5. This screen will appear while installing.

6. At this pop-up, CriminalComplaint has successfully finished installing, and you may click 'OK'.

7. Once complete, you may notice the following:
   a. A shortcut icon to the application on your desktop:

   b. A "McHenryCountyCircuitClerk" program group in your Start Menu, containing another shortcut to the application and to this documentation PDF
   c. A new folder called "CriminalComplaint" in the location you selected to store complaint data files during the installation. This is a parent folder, containing child folders for each of the XML and PDF files.
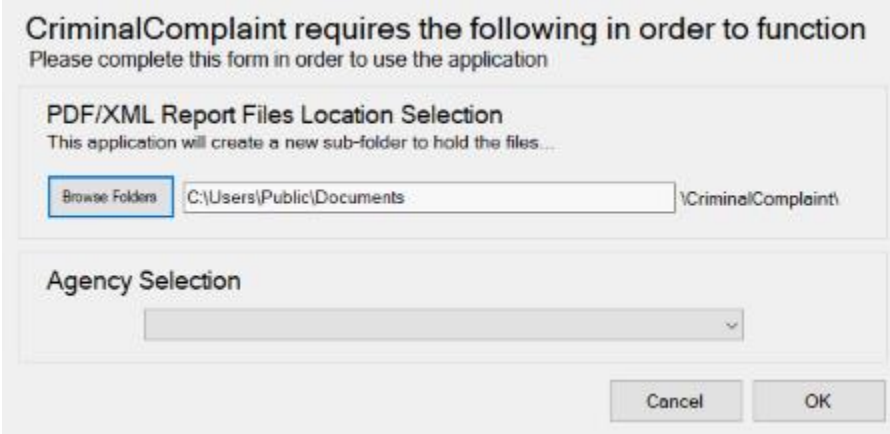
Uninstalling the Application

The method for uninstalling this application may vary slightly depending on the version of Microsoft Windows your computer is running.

1. Starting the Uninstallation process
   a. **Windows XP**: Open the Control Panel, select "Add/Remove Programs". Once the window appears and the list of installed applications is visible, find "CriminalComplaint" in the list, and select "Uninstall"
   b. **Windows Vista / 7 / 8 / 10**: Open the Control Panel. Find "Uninstall a program" or "Programs and Features". Once the list of installed applications is displayed, find "CriminalComplaint" in the list, and select "Uninstall"
2. *As the uninstallation process is happening, you will be asked whether you would like to keep all the report data files (XML & PDF). Select 'Yes' and the uninstaller will **permanently** delete the "CriminalComplaint" folder and all of its contents (XML & PDF files). **Only select 'Yes' if you are sure you do not need the files.***
3. A pop-up will remind you to also uninstall the Crystal Reports Runtime if you do not need it for any other applications. To perform this uninstallation, follow the same steps as above, but choose the runtime from the installed application list, which is labeled as "SAP Crystal Reports runtime engine for .Net Framework".

Open the application

First Run after application Installation

- The below screen will appear the first time you launch CriminalComplaint after installation. Please choose the folder to save the reports in both XML & PDF files. The default will be the "All Users" or "Public" user Documents folder, but you may choose a different folder if you wish. Also, drop down the Municipality selector, as this value will be automatically set in the report data entry screen. Click 'OK'.

NOTE: If you would like to point CriminalComplaint to a network share so that multiple installations can access the same set of complaint data, you will need to use a fully-qualified UNC path, following the pattern **//server/share/folder**. If using a network share, please ensure the first user performing this step has permissions to create folders on the selected network share! **Please also ensure that ALL users attempting to use this server share can read/write/modify files in this folder and all child folders.** If any user doesn't have permissions to read/write/modify, then the CriminalComplaint application will not function properly for them.

Create a new Complaint or open an existing Complaint

- When launching the application, you'll see this screen asking whether you'd like to create a new complaint, or open an existing complaint.
- Existing complaints are loaded from the XML files in the folder designated when the application was installed and sorted by last edit date & report number

Create a Report

Data Entry Form Overview

- All fields marked in yellow are required fields. All fields marked in green are optional fields. The application will ensure that all required fields are filled in before allowing the report to be generated.
- You may enter more than one charge. There must be at least one TR "Class A" or more severe charge on each Complaint.
  - *Charges are automatically sorted by severity – most severe at the top – each time a new charge is added to a Complaint. You can override this order by clicking the 'Edit' icon for one of the charges to get to the Charge Review screen (see Charge Entry section below).*
  - If all of your charges are TR charges, each charge will print on its own Complaint with the same Report #. This does not affect underlying XML data or data entry.
- Once you complete the data entry and generate a report, the XML & PDF files will be generated in the folder location you chose upon installation, in addition to a printed copy if you chose to print.
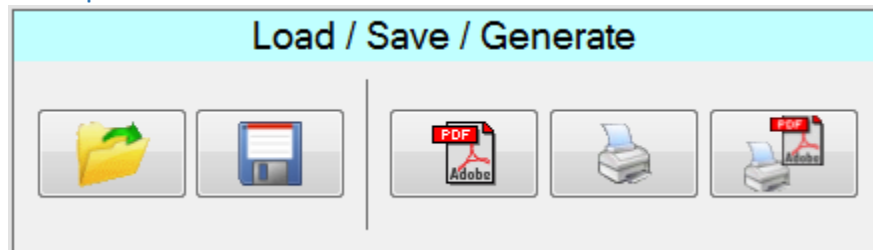
Vehicle Information Entry Overview

- Vehicle Information Entry is optional for all charge statutes **EXCEPT** those that start with `625-5/3-707` or `625-5/3-708`, in which case all Vehicle Information fields are *required*.
- When Vehicle Information has successfully been added to the Complaint, the button icon will have a green checkmark:
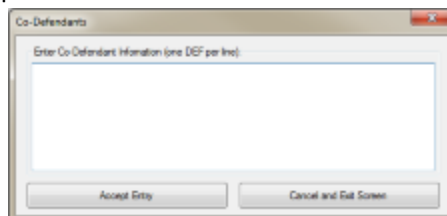
Command Bar + Report Generation

- **Open Another Complaint**: load the "Create New or Open Existing" screen (same one that you see when you launch this application.) If you click 'Cancel' in this screen, you'll return to your Complaint in process.
- **Save Complaint**: this will save your complaint XML file to be completed later. No reports are generated at this time.
- **Finalize Complaint and display on screen** – the Complaint and any associated documents will be shown in your default PDF reader. You may still print these documents to paper using the PDF reader application.
- **Finalize Complaint and send to printer** – the Complaint and any associated documents will be sent to your default printer, but not displayed on the screen.
- **Finalize Complaint, send to printer and display on screen**. This option will generate the Complaint and associated documents, send them to your default printer to be printed, and also displayed on your screen.

General Data Entry Notes

- Reportbeam Dataclip import: If the PC you're using has the APS applications Reportbeam/Virtual Partner installed, you may click on the paperclip button (marked as 'Import Dataclip from Reportbeam' above) to load a screen containing the dataclip information. The information is acquired from the following filelocation: `C:\AdvPubSafety\Data Files\QueryHistory.txt`.
    - If the file exists and contains information, you will see a list of names. If the current defendant is listed, you may select their name, and many defendant-related fields will be populated.
    - If your PC does not have the required software installed, the import button will not be available and you must enter the defendant information manually.
- The agency will be pre-selected based on what you chose upon First Run after installation.
- The **Report Number** field is required, and the application will force your report numbers to conform to the standard naming convention of "NNNN-##-######" where the "NNNN" refers to your 4-letter agency code. For example, Crystal Lake's is CLPD. The second set of 2 digits indicates the year for the report, so 2016 would be '16'. The final 6 digits are the report's sequential number, with leading zeroes. Putting it all together, if you're writing the 357th complaint in 2016 for Crystal Lake, your report number would be CLPD-16-000357.
- More detail on adding charges to the report will be given in the Charge Entry section
- If you select 'Yes' for Co-Defendants, a pop-up will appear, allowing you to enter those defendants' names, one per line:


    - This is a free-form text field. Enter any co-defendants' names and relevant info, one per line. Multiple lines will be separated by a semi-colon on the final report. Once done, click on the "Accept Entry" button.
- Bond may be set at the time of the Complaint, or "To be set" can be selected to allow the Bond amount to be determined at a later time.
- Court Date may be set at the time of the complaint, or "To be set" can be selected to allow the Defendant's court date to be determined at a later time.
- Once all the required fields have been filled in, and you've ensured that all relevant optional fields have also been filled in, you may finalize and produce your reports, either by displaying the report on the screen, sending directly to your default printer to be printed, or both. (See Data Entry Form Overview)
- Whichever you select, the XML and PDF files will be generated and stored in the folders chosen upon installation.
- When generating the Complaint, you will be asked if you'd also like to create an *Arrest Warrant* document or a *Notice of Arrest Without Warrant* document based on your "Warrantless Arrest" selection.

- Upon successful Complaint generation, a pop-up asking you what you want to do next will appear. Your options will be to continue viewing the current Complaint, begin a new blank Complaint, load a different already-existing Complaint or exit the application.

Charge Entry

- As the Statute Selector is activated (either by clicking on it, clicking on the magnifying glass, or tabbing into the field), the Statute Item selection screen will appear:
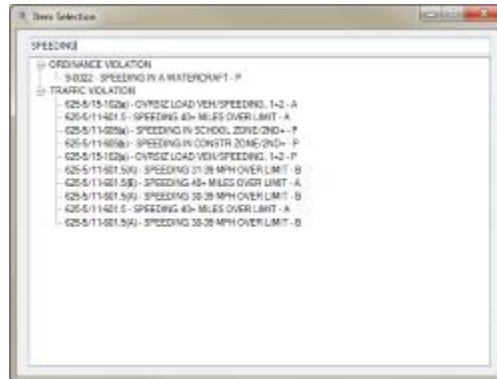
- Type in the search box toward the top, and after a very short time of nothing being typed, the results will only be statutes that include your entry – whether it be part of a statute code or a keyword in the statute description.

- If the statute you're looking for isn't available for selection, you may expand "OTHER / CUSTOM" and select "[CUSTOM] – OTHER / CUSTOM" to enter the statute information.
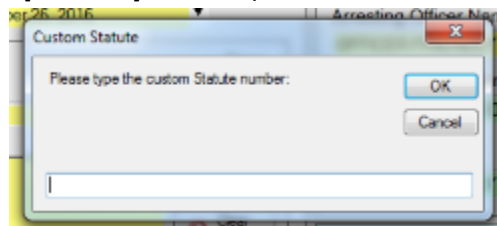
- If you select a CUSTOM charge, once you attempt to write/edit the offense narrative, the application will request that you fill in a series of text boxes, so that the custom statute has the following information supplied: Statute number, statute description, State vs Local charge, case type, charge class, and whether this charge is a "Must Appear" charge. After filling in the requested values, the Set Narrative screen will appear.

- By clicking the "Edit Narrative" button or click inside the large yellow textbox, you will see the "Set Narrative" screen:

- Some statutes have boiler-plate narrative text supplied for them, in which case you simply need to edit as needed. All other statutes will need to have their narrative entirely filled in by the user.
- By clicking "Clear Charge", all currently un-added entered Charge information will be cleared out and you will need to begin charge selection again, or if you have already added the charges you need, you can then move on.
- By clicking "Add Charge", the currently un-added entered Charge information will be formally added to the Complaint. All charges that are currently "on" the Complaint will appear in the charge listing below:

#	Statute	Description	Class	Case Type	Edit	Del
1	720-5/19-1(a)	BURGLARY	2	CF	📝	✖
2	15-335/14A(B)(6)	POSS/FIC/ALT ID CARD/ID	4	CF	📝	✖

NOTE: Any time a Charge is added to the Complaint, all charges are re-sorted in order of Severity (based on Charge class), from most severe to least severe.

- For each charge, you may choose to edit or delete the charge. If you click on the edit icon, the "Charges on Complaint Review" screen opens:

- This screen will allow you to edit the narrative of any charge. You may also re-order charges by drag-and-drop – please make sure that the first charge is the most severe charge.
- Once a charge is added to the listing, the Statute Item Selection screen will appear again. Remember that any time a new Charge is added, all charges will be re-sorted in order of most severe to least severe, based on Charge class. If there are no more charges, you may close this screen and move on.
- If a Charge statute is incorrect and needs to be changed, you must delete the incorrect charge entry and enter a new one with the correct statute selected. You can delete a charge from the complaint by either clicking on the "Del" red-X icon in the main listing, or by clicking the "Remove Charge" button in the Charge Review screen.

Using CriminalComplaint Data outside of the Application

- If you wish to import or otherwise consume the data created by the CriminalComplaint application, you may do so by accessing the XML data files that this application creates when a Complaint is generated.
- The XML data files are located in the ReportXML folder in the location that was chosen upon installation.
- The XML schema file (ie, the XSD file) is included in the installation, and can be found in the installation folder, which is usually

```
C:\Program Files (x86)\McHenryCountyCircuitClerk\CriminalComplaint\ApplicationData\ComplaintData.xsd
```