



IBIS

MANAGEMENT

Course Outline

Course Objectives

The purpose of this course is to enable supervisors to create protocols and procedures concerning the use of IBIS that ensure data integrity and facilitate a successful IBIS program.

Prerequisites

Basic computer skills (Windows® environment)
Firearm knowledge
Introduction to IBIS TRAX-HD3D ELearning modules

Duration

Course: 3 days

Analysis: up to 2 days

MODULE 1

IBIS Overview

- Components & Dataflow

MODULE 2

Your Casework

- Workload (Serious Crime; Volume Crime; Seized Firearms; Registration)
- OCF & Backlog
- Staffing levels and skill sets

MODULE 3

Data Entry Standard Operating Procedures

- Naming conventions
- Lab worksheets.
- SOPs for Crime Incidents on BRASSTRAX & BULLETRAX
- SOPs for Test Fires on BRASSTRAX & BULLETRAX
- SOPs for correlation reviews on MATCHPOINT

MODULE 4

Quality Control

- Identifying and correcting Data Entry Errors
- Identifying and correcting Image Acquisition Errors
- Reports

MODULE 5

Logs

- IBIS entry log; QC log; High confidence log; Backup log; Service log

MODULE 6

Correlation Rules

- Automatic vs. Manual correlations. Additional Correlation requests. Local, Regional, National, International correlations.

MODULE 7

Prioritizing Casework to effectively yield potential hits

- Filtering by region, caliber, date and crime category.