

## Course Outline

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### 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.