

Blue Team (TM)

208.1 PURPOSE AND SCOPE

The purpose of this policy is to define Blue Team (TM) and outline procedures for its use.

208.2 DEFINITION

Blue Team (TM) is a step-by-step internet-based software interface which gives users the ability to enter and manage certain incidents from "the field" into the IAPro (TM) Database. Blue Team (TM) interfaces with IAPro (TM) database software.

See attached manual for guidance: [See attachment: Entering_a_New_Incident_in_BlueTeam_4.1.12_and_Higher.pdf](#)

208.3 POLICY

Supervisory Members will utilize the following Blue Team incident types to ensure certain incidents are entered into the IAPro (TM) Database. Those being;

- **QSI (Quality of Service Investigation)**
- **Award Nomination-** (including PIR's and completed "commendation" Service Evaluation Forms)
- **Memo to File**
- **Monthly Inspection**

A summary is to be completed for every entry. All fields/screens within an entry shall be addressed; particularly address and contact information for complainants and witnesses. Supporting documentation, such as sworn statements and associated police reports, shall be digitally attached to an entry with **original paperwork** forwarded to the Administration Bureau All associated digital media files (i.e. photographs, video, audio recordings, etc.) shall be forwarded to the Administration Bureau. The presence of associated digital media will be so noted in the corresponding Blue Team entry summary.

208.3.1 BLUE TEAM INCIDENT FLOW

If digital media, files, or statements related to an aforementioned entry are evidence in a criminal investigation, **copies** shall be forwarded to the Administration Bureau supervisor.

The responsible supervisor shall utilize the "forward" function and send entries to the Administration Bureau supervisors with any Lieutenant and Deputy Chief in the subject member's chain of command copied (cc'd) in. The Administration Bureau will review and dispose of entries accordingly.

208.4 PERSONNEL COMPLAINTS/QSI'S

Personnel Complaints/QSI's shall be entered into Blue Team as a QSI incident type by the responsible supervisor in a manner consistent with the Personnel Complaints Policy (1010).

Greece Police Department

Policies

Blue Team (TM)

The responsible supervisor will ensure the original CR# of any incident/call for service associated with the QSI/Personnel Complaint is noted in the complaint entry's Summary field.

Only the date and time in which the complaint is received shall be addressed in the Blue Team entry. The circumstances in which the complaint is received shall be noted in the Summary field.

208.5 AWARD/RECOGNITION NOMINATIONS

The responsible supervisor will enter award/recognition nominations into Blue Team via selecting the corresponding incident type. The supervisor shall attach associated reports and any other document(s) or media in support of the nomination.

208.6 MEMO TO FILE

Supervisory members shall utilize the Memo to File incident type to memorialize observations of employee performance and any action taken to address the performance per §1001.4.1 of the Performance Evaluation policy.

A CR# is not required in the CR# field. However, the CR# of any related calls for service should be notated in the entry narrative. Supervisors should attach any files which serve to document the subject performance and any action taken.

208.7 MONTHLY INSPECTION

The responsible supervisory member shall utilize the Monthly Inspection (Mis) incident type to memorialize Monthly Vehicle Inspections described in policy §703.3.4 (Vehicle Use) and Monthly Shotgun/Rifle Inspections described in §306.4 (Firearms).