

IR-01-23-16062

29 June 2023

Lewis T
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Tēnā koe Lewis

Request for information

Thank you for your Official Information Act 1982 (OIA) request dated 24 May 2023. You requested:

"Please may I have all documentation pertaining to the operation of the on duty police application."

Please find attached a set of documents in scope of your request. These documents explain how the OnDuty application is used in Police.

Please note that details on some maps or images that had potential real data in the attached Infographics have been withheld under section 9(2)(a) of the OIA, to protect the privacy of natural persons

You have the right to ask the Ombudsman to review my decision if you are not satisfied with the response to your request. Information about how to make a complaint is available at: www.ombudsman.parliament.nz.

Yours sincerely



Matt Winter
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Overview

- Queries
- Home / Tasks / Paperwork / Assigned / More
- Tips n tricks

OnDuty

OnDuty is an operational application that provides query, reporting, and tasking capability.

By enabling staff to access and complete forms and paperwork from their Police iPhone we've seen improved efficiency and better outcomes. Officers can instantly access valuable NIA intelligence such as people, locations, and vehicles which can then easily be added to paperwork.

New versions of OnDuty are released throughout the year with improvements that are based on operational needs and staff feedback.

There are two versions on the Police iPhone: Production and Education. OnDuty Education should be used to practice with features, paperwork and new enhancements.



OnDuty



OnDuty Edu

Queries

OnDuty Query enables you to look up information in NIA on persons (QP), vehicles (QV), locations (QL), organisations (QO) and items (QI).

- Use the background feature to run multiple queries at the same time.
- Query Results will show a list of possible matches:
 - Tap on a result to view the summary page which shows a subset of the information available in NIA.
 - Use the Bookmark feature to save the query.
 - Swipe to the right on a QL result to perform a Delve.



Alerts

Information alerts are colour-coded and prioritised to highlight critical safety alerts to assist in assessing risk.



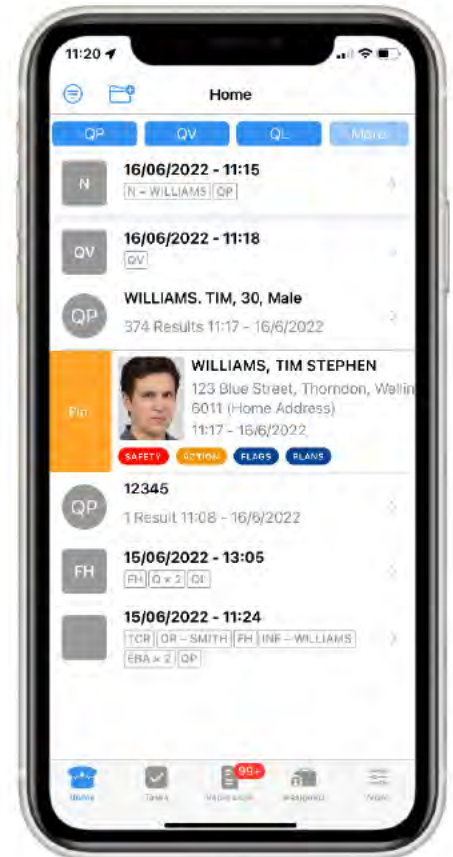
Home

The 'Home' tab shows activity for the last 24 hours.

- You can use the filter option to view activity up to 30 days and filter by owner, hidden items and type. ⓘ
- Tap to view contents of the folder and then 'Take Action' to add a paperwork item to the folder or launch a query.
- Tap to view details of a query.
- Swipe to the right on a folder or query to pin to the top of the screen.
- Swipe to the left on a folder or query to remove from this view.
 - Removed folders and queries can be shown again by selecting the filter option for 'Hidden Items'.
 - Hiding a folder does not delete the paperwork.

More folder information:

- Use the folder icon to add a folder. 📁
- CARD events assigned to you automatically create a folder and include the location query where possible.
- Folders can be named as well as shared with another officer. Tap 'Take Action', then the 3 dots at the top right corner, then 'Share folder with officers'.
- TIP: When you share a folder, everything it contains is shared (paperwork and queries) so it is a great place to group relevant information.



Tasks

Tasks enables you to view and update tasks that are assigned or delegate to you from RIOD.

Features include:

- Ability to view assigned and delegated Tasks by QID, and by district.
- View details of Tasks including attachments (e.g. PDFs and maps).
- Update individual tasks (e.g. by adding text, updating the status).

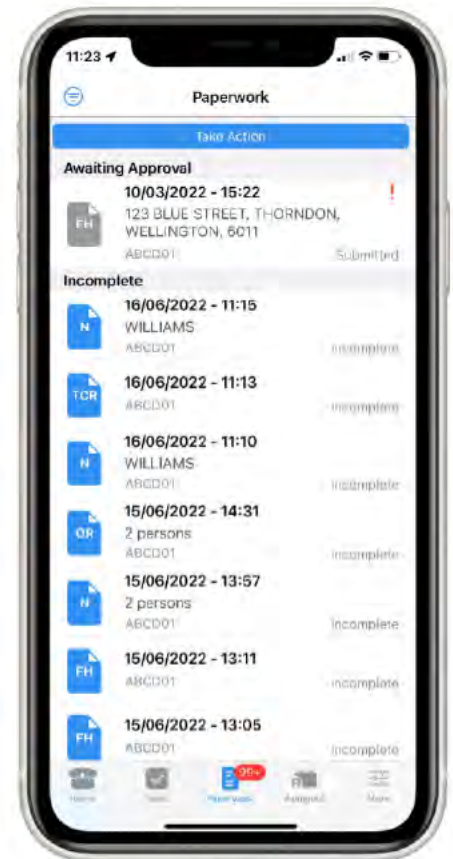
Paperwork

The 'Paperwork' tab shows paperwork that is:

- Awaiting Approval
- Returned
- Incomplete
- Completed – last 30 days only

There are several ways to create a paperwork item:

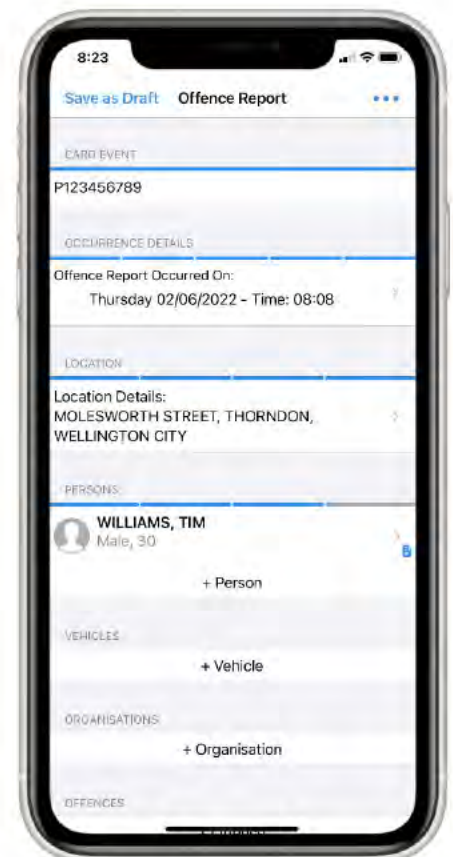
- 'Take Action' from:
 - Paperwork tab
 - Within a folder from the 'Home' tab
 - The summary tab of a person, vehicle, location, organisation, or item
- Create from another paperwork item – e.g., from an Infringement Notice, tap the 3 dots at the top right corner and select from:
 - Create Noting
 - Create AWHI Referral
 - Create Warrantless Search
 - Create similar Infringement Notice Form



Completing Paperwork

All paperwork have the same look and feel - you typically add occurrence details, location, person and specific information for the paperwork.

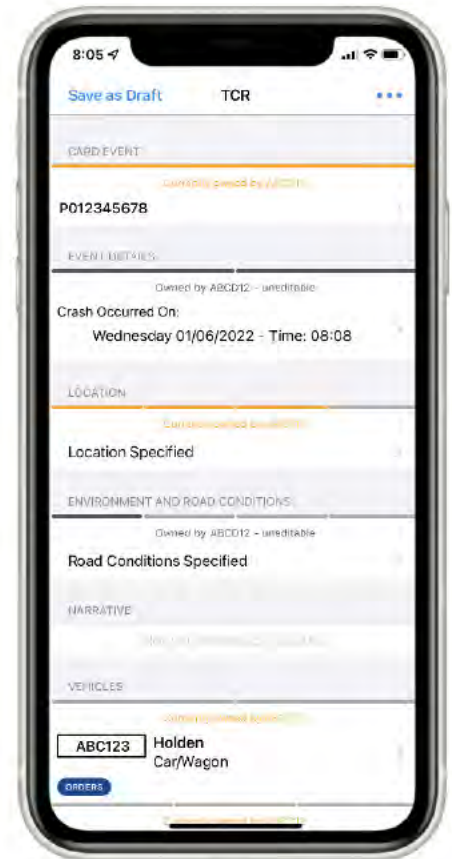
- The bars below a section are:
 - blue when complete
 - grey when there is an incomplete section
 - red when attention is needed
- Swipe to the left on an object to remove from the paperwork.
- A 'Review to Submit' page highlights any validation errors or sections that have not been completed prior to submission.



Multiuser

FH, TCR and OR have multiuser functionality enabling large pieces of paperwork to be completed collaboratively.

- A reporting member can assign additional officers to the folder.
- A green bar across the top of the screen indicates you are completing the section.
- Orange text or bar across the top of the screen indicates someone else is completing the section.
- Another officer can tap to become the reporting member at any time.



Offline capability

Paperwork can be completed offline.

- OnDuty can be used to begin completing paperwork while offline and any associated queries are queued. Important for officers working in areas of poorer or sporadic reception.
- You can submit the paperwork when offline – once back in coverage the paperwork will be processed by the system.
- Previously queried objects can be added even while offline.

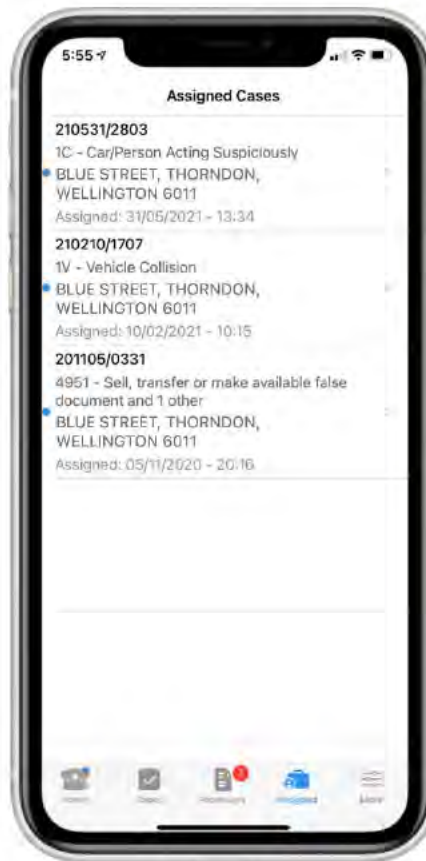
More information on each paperwork type can be found on the intranet [here](#).



Assigned

The 'Assigned' tab shows the 30 most current NIA cases assigned to the officer.

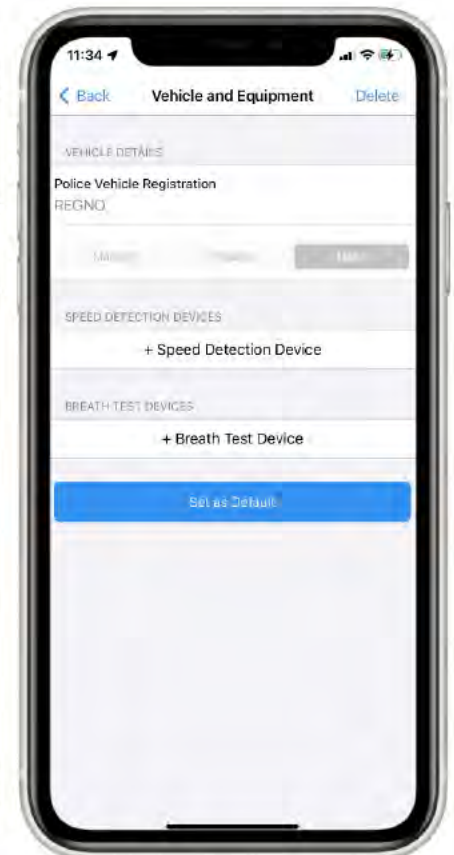
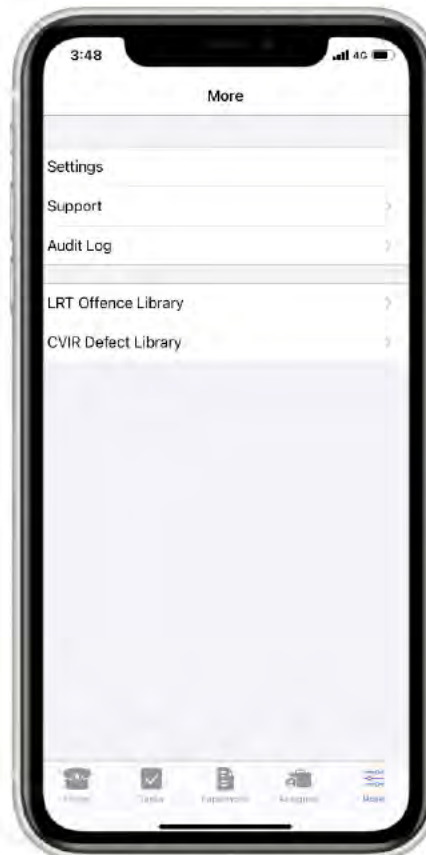
- You can access the occurrence information for the assigned cases and use the Update Narrative function to update the narrative.



More

In the 'More' tab you can enter your default settings for:

- Location searches
- Station settings
- Vehicles and equipment
- Supervisor



Tips and Tricks

The 2-finger swipe!

Did you know... if you have followed a trail of links and associations in OnDuty and want to get back to the main screen, you can use 2 fingers to swipe the screen left to right to return to the main page/paperwork item!

Or if you have scrolled a long way down, you can tap in the top navigation bar to return to the top.



Adding people to paperwork

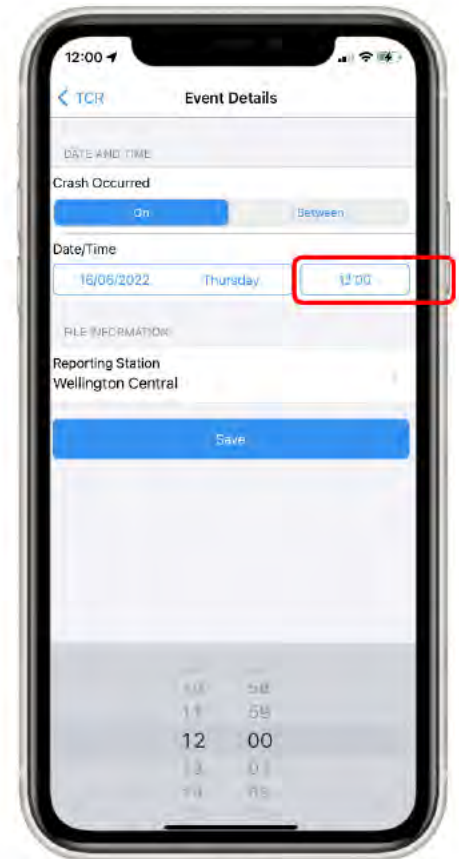
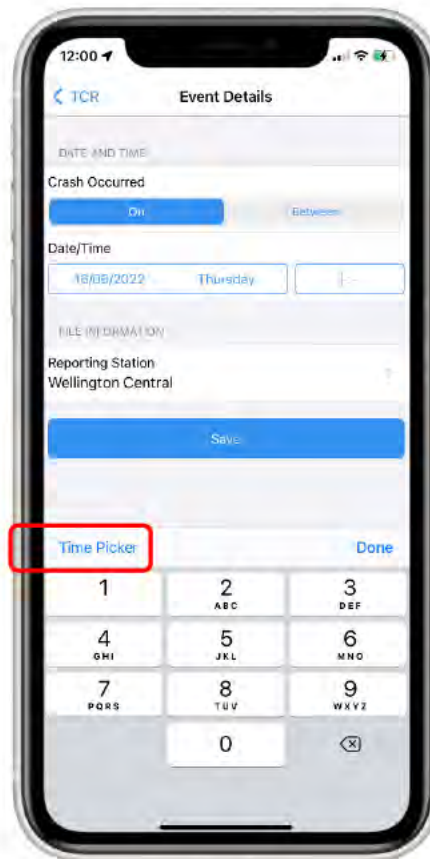
There are several ways you can add a person, location or vehicle to a paperwork:

- Take action from a query summary
- Create a paperwork from another paperwork
- Within a paperwork, you can add a person that is in another paperwork in your folder, from a query inside the folder or from your query history.
- You can add multiple people within a paperwork, by tapping + Person, then Select, and then selecting from persons involved in FH at that location, or persons in paperwork and/or folder.



Date picker and time picker

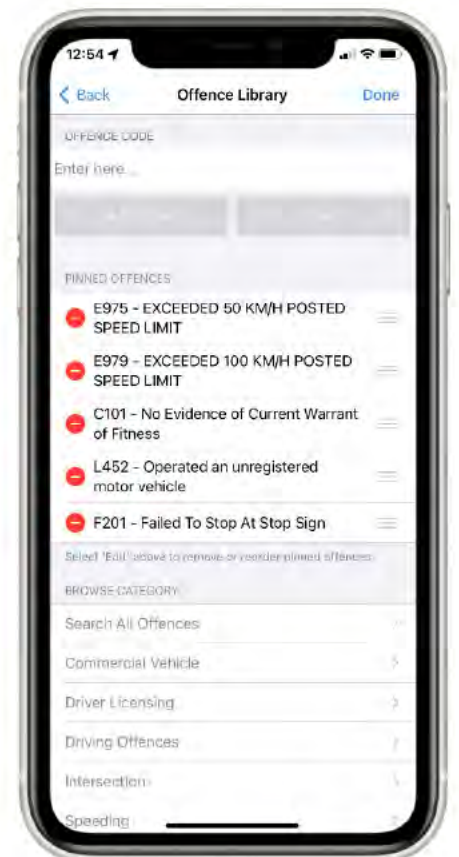
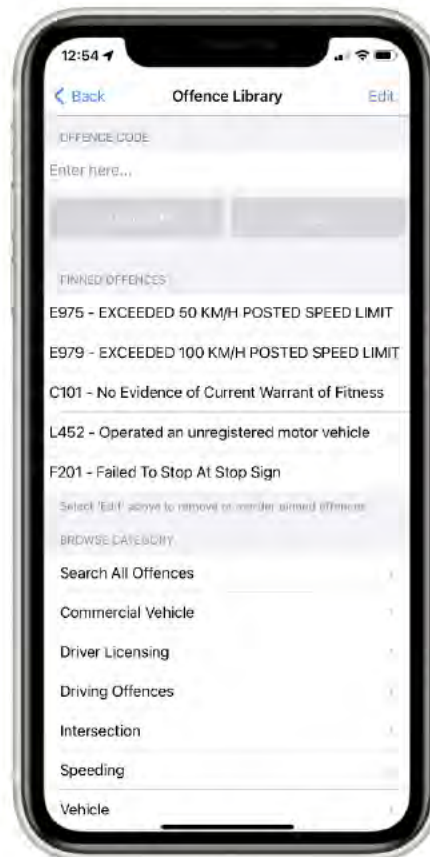
You can quickly enter today's date by tapping the date picker or the current time by tapping the time picker



Pinned offences

You can pin offences in an INF or through the LRT to have frequently used offences available for quick selection.

- The pinned offences can be reordered by tapping 'Edit' then using drag and drop to reorder.



Notings

- Completing an OnDuty Noting



OnDuty Notings

OnDuty Notings enables you to document observations you have made, or conversations you have had, that you believe should be permanently recorded in NIA.

Completing an OnDuty Noting:

- Supervisor approval is not required prior to submitting a noting to NIA.
- A noting can be created from other paperwork items, this will capture items such as date, time, persons which will save you time re-entering this information.
- There is a 15,000-character limit in the narrative.
- Up to 15 photos can be added to the noting.
- You can have multiple users working on a noting at the same time.
- There is a desktop version of OnDuty to allow intelligence staff to view notings that are inflight and/or have been submitted to NIA recently. There is also the ability for intelligence staff to create notings in this application (OnDuty Office).

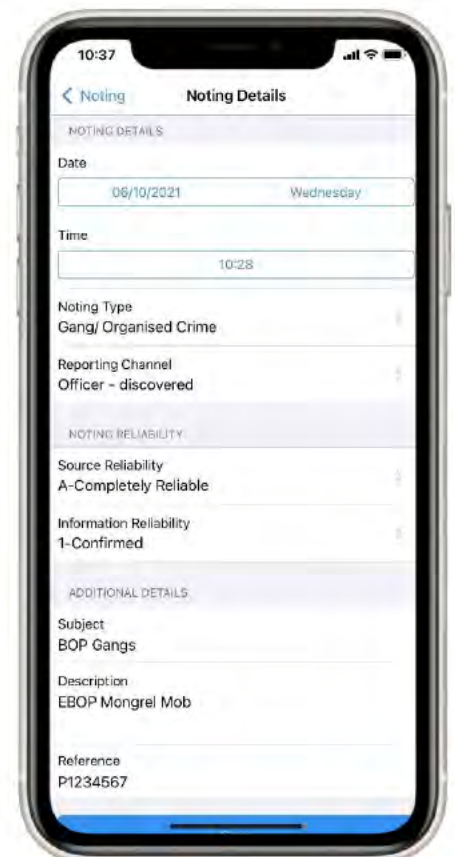
Specific noting sections:

Noting Details

- Enter the Noting Type – select from the common list, all, or use the search function.
- Each noting should have a reliability and accuracy rating to ensure others can use the data with a degree of confidence (or uncertainty as the case may be). The ratings are:

<u>Reliability of information</u>	<u>Accuracy of information</u>
A Completely reliable	1 Confirmed by other sources
B Usually reliable	2 Probably true
C Fairly reliable	3 Possibly true
D Not usually reliable	4 Doubtful
E Unreliable	5 Improbable
F Cannot be assessed	6 Cannot be assessed

- Enter additional details (optional) to help with search and information gathering for Intel:
 - Subject e.g. BOP Gangs
 - Description e.g. EBOP Mongrel Mob
 - Reference e.g. the event number

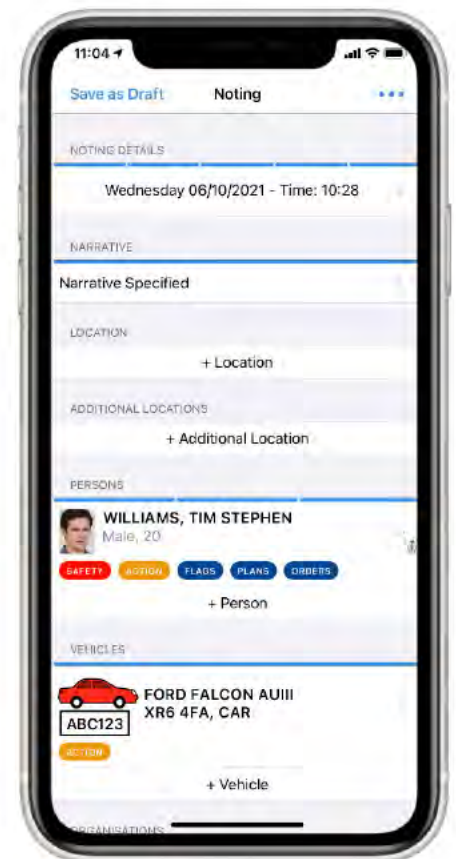


Location and additional locations

- A location is not mandatory for a noting, but it is best practice to add if relevant.
- Enter the record location in the Location section and then any other locations relevant to the noting in the Additional Locations section.

Person

- Once a person is added to a noting, there are several fields you can edit including their address, phone number, body marks, iwi and hapū. If you can tap on the field, you can make changes.
- There is also a clothing field in a noting where you can record what the person was wearing. This is useful information to search on in NIA when looking for a particular description of a person.
- You can view and add body marks to a person. Before you add a body mark, check what information is already recorded to avoid creating a duplicate. When adding a body mark, put in as much information as you can, including size and colour so that the body mark can be searched for later in NIA. You cannot modify or remove an existing body mark.
- If you add a person on the Child Protection Offenders Register, you will be presented with additional questions on the registered person that you must complete before you can submit the noting. Discretion must be used to protect the privacy of the registered person.



Vehicle

- Once a vehicle is added to a noting, you can edit the primary and secondary colour of the vehicle.

Links

- Any links between the person, vehicle, location or organisation added to the noting that already exist in NIA will show in the Existing Links section.
- Add any new links between the person, vehicle, location or organisation in the New Link section.
 - Tap the objects and select the Link Type to create the link.

Once the OnDuty Noting is submitted:

- Officers can submit notings directly into NIA when the NIA information already exists (person, vehicle, location or organisation).
- If there are new objects it will be sent to FMC to re-query or to assist if there is a validation error before it is entered into NIA as a noting.



Offence Reports

- Completing an OnDuty Offence Report
- Supervisor Approval, Criminal Proceedings and Formal Warnings, File Management



OnDuty Offence Report

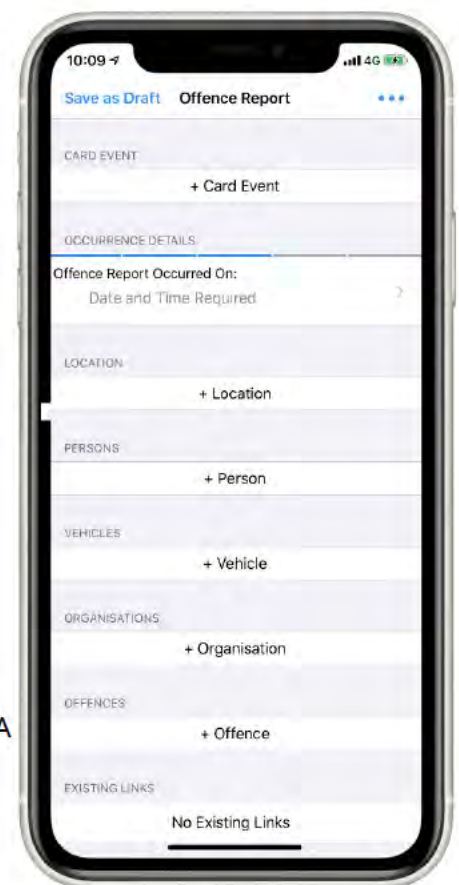
The Offence Report enables officers to capture a number of incident and offence types in OnDuty. For example, attempted suicides, suspicious behaviour and minor assaults. These incidents and offences are often high volume and low detail.

Completing an OnDuty Offence Report:

- Supervisor approval is required – more details below.
- A CARD event number is mandatory.
- Up to 10 people can be added to the Offence Report.
- Select an incident or offence from a filtered list and add additional information e.g. roles, weapons used, contributing factors including any actions to be taken – more detail on criminal proceedings and formal warnings below.
- At least one incident or offence must be added.
- Up to 15 photos can be added.
- Complete the file management section with instructions for FMC – more details below.
- Multiuser functionality is available.

Once the OnDuty Offence Report is submitted:

- The Offence Report will go to FMC to action prior to being entered into NIA as an occurrence.
- FMC also checks the Offence Report the same way they would other paperwork items from OnDuty e.g. check there are no issues with duplication, people, vehicle, locations etc.



Supervisor Approval

Offence Reports captured in OnDuty require supervisor approval before they are sent to FMC/NIA.

- The supervisor should assess the quality of the file, ensure the process is followed and the correct decision is made.
- The supervisor must enter a comment when approving or returning an Offence Report.
- When an Offence Report is sent to NIA, supervisor comments will be created as NIA review entries on the NIA case. The latest supervisor comments will also be displayed at the top of the NIA narrative.

Criminal Proceedings and Formal Warnings

The criminal proceedings section sits within the offence - you will need to answer the questions for each offence, detailing any actions to be taken.

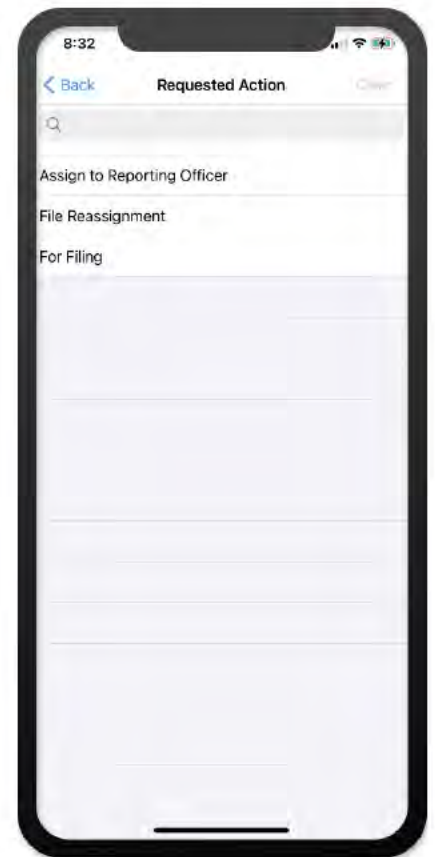
- Formal warnings can only be issued on valid offences (where the formal warning flag on the LRT = 'Y').
- The formal warning process is only for offenders over 18 years. The youth warning process has not changed.
- The formal warning must be approved by a supervisor who is not the reporting officer.
- More information on formal warnings can be found in [Police Instructions](#).

The image displays two smartphone screens from the OnDuty app. The left screen shows the 'Offence Report' form with sections for 'DEFENCE DETAILS', 'CONTRIBUTING FACTORS', and 'CRIMINAL PROCEEDINGS'. The 'CRIMINAL PROCEEDINGS' section is highlighted with a red box, showing a radio button next to 'Criminal Proceedings'. The right screen shows the 'Criminal Proceedings' form with questions: 'Will an arrest be made?', 'Will charges be laid?', 'Will a formal warning be issued?', 'Formal warning approving supervisor', and 'Warning to be served by'. The 'Will a formal warning be issued?' question and the 'Formal warning approving supervisor' field are highlighted with a red box. The 'Formal warning approving supervisor' field contains the text 's9(2)(a)'. A 'Save' button is visible at the bottom of both screens.

File Management

The file management section captures the file management 'Requested Action'.

- This information is for FMC only, it is not passed to NIA.
- FMC will manually update NIA based on the instructions provided.
- You must select one of the following options:
 - Assign to Reporting Officer
 - File Reassignment - comment field is mandatory
 - For Filing - file closure reason is mandatory



Offences that cannot be added to an Offence Report

The following Incidents must NOT be added to an Offence Report as they have special processes in NIA.

- 1D Domestic Dispute
- 1V Vehicle Collision
- 2M Missing Person
- 5F Family Harm
- 6A Police Conduct
- 6C Child Protection Report
- 6D Bail Breach
- 6F Forbidden to Drive

There are also a small number of offences related to car conversion and unlawful taking or interference of motor vehicles that must NOT be added to an Offence Report as we cannot yet capture the towing information.

Infringement Notice Form

- Completing an OnDuty Infringement Notice form



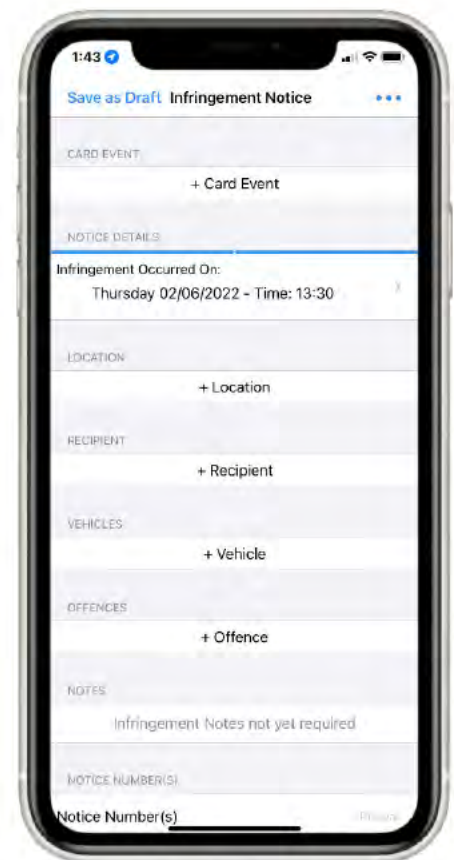
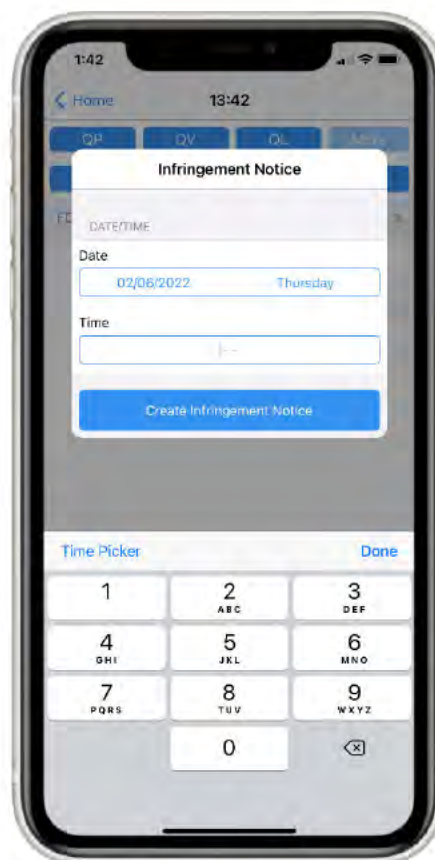
The Infringement Notice Form can be used for Traffic Infringements (ION), Written Traffic Warnings (WTW) and other infringement offences including Alcohol (AION), Overloading (OOIN), Smoke/Vape in a Motor Vehicle carrying a child occupant and COVID-19.

Issuing an infringement notice or warning

Enter the time of the infringement, to start the Infringement Notice.

NOTE: Once you reveal the notice number:

- You cannot change the contents of the INF and can only complete the offence notes.
- If you make a mistake you will need to cancel the INF in OnDuty and reissue it.



Offences

- You can add up to 6 traffic offences to the Infringement Form or 1 traffic offence as a WTW
- You can also add up to 3 AIONs to the same Infringement Form plus an AION with a Written Warning.
- OnDuty will work out how many notices to issue and do this behind the scenes.

Offence Notes and Resolution

When you select the offence you are presented with sections to complete your Offence Notes and Resolution.

- The Offence Notes only apply to the individual offence.
- If the offence can be given compliance the offence will be shown as defaulted to compliance.
- If you do not wish to offer compliance, simply change this to Infringement.

Multiple offence example

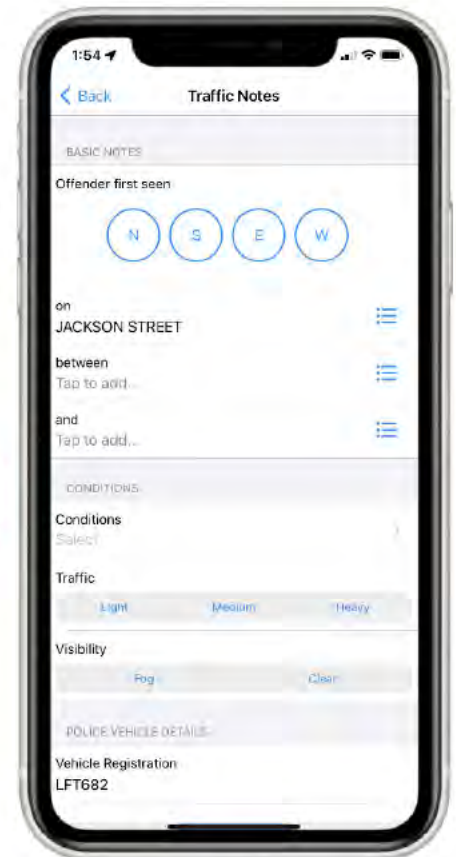
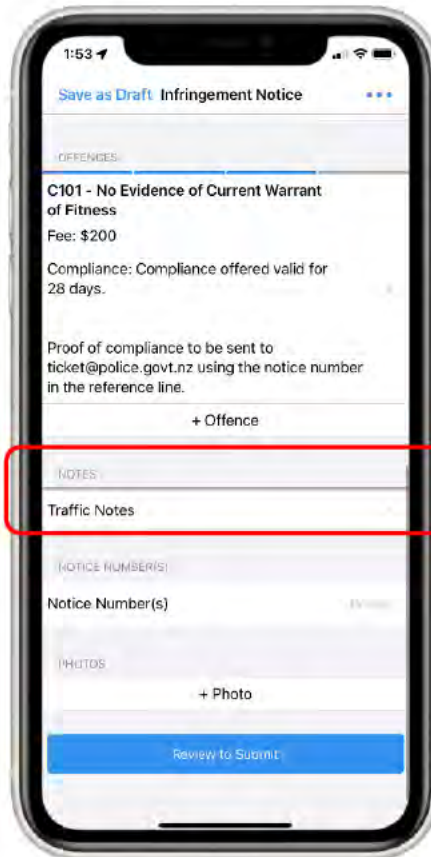
Here's a scenario where you may add multiple offences to an INF:
You stop a car where the driver is not wearing a seatbelt, drinking in breach of an alcohol ban but is not EBA. They have an expired registration and a 3 year-old in the back seat in a seat belt rather than an approved child restraint.

From the INF form you can:

- Issue an infringement for the seatbelt.
- Issue an infringement with or without compliance for the expired registration.
- Issue an infringement for the three year-old un-restrained with or without compliance.
- Issue a warning or infringement for the alcohol ban.

Traffic Notes

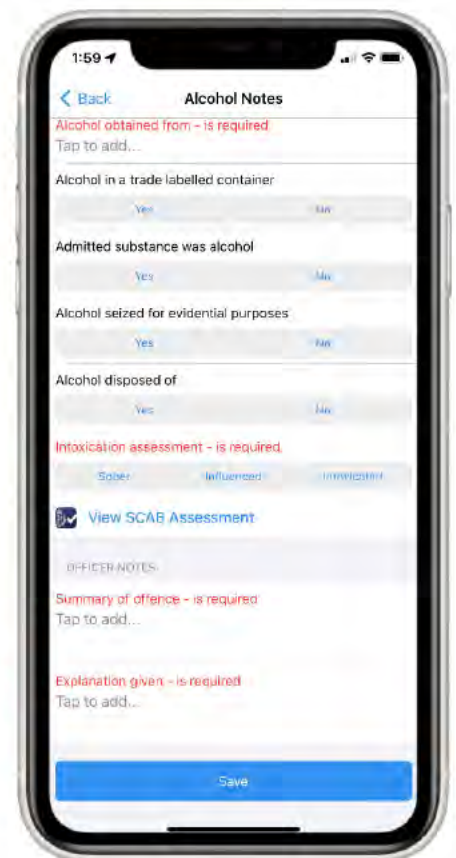
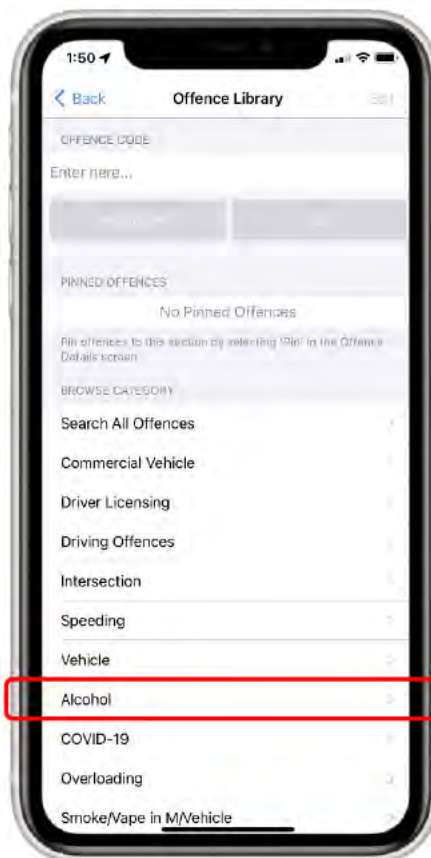
- When you have saved your resolution you will see Traffic Notes appear for you to fill out.
- Traffic Notes relate to all the traffic offences within the form regardless if they have a resolution of Infringement Notice or Written Traffic Warning.
(See below for information on Alcohol Notes)



AIONS

To add an Alcohol offence:

- Select the Alcohol category or search for an Alcohol offence code.
- Select the required Alcohol offence from the Offence Library.
- Complete the Alcohol Notes.
- Link through to CheckPoint to View SCAB Assessment



OOINs

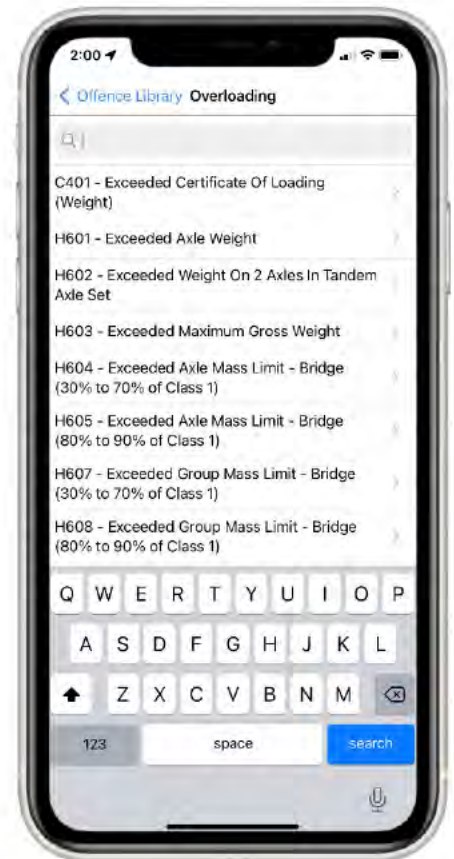
To add an Overloading offence:

- Select the Overloading category or search for an Overloading offence code.
- Select the required Overloading offence from the Offence Library.
- The Overloading notes will be completed for you with your Police vehicle details.

Multiple Photos

Tap +Photo to add up to 15 photos to the INF.

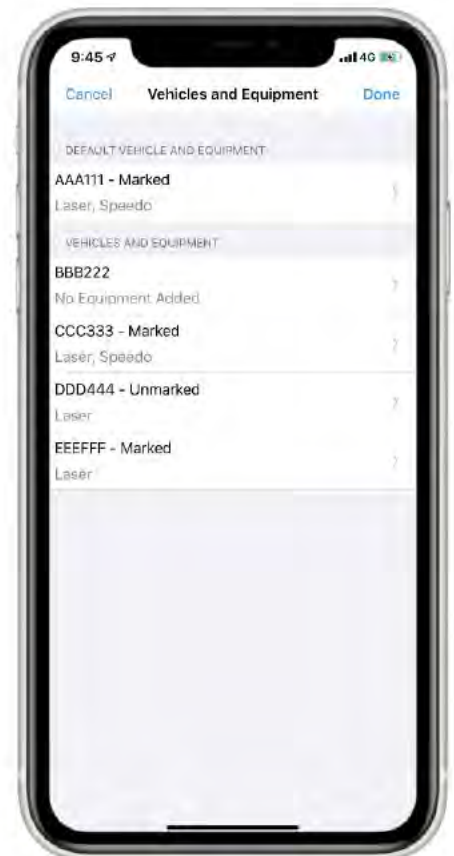
REMINDER: You should only take a photo of the driver if their identification is in question.



Settings

Ensure your OnDuty settings are up to date. Go to the settings screen and fill in your details.

- You can save multiple vehicles (up to 5) and their set of equipment in OnDuty settings.
- This allows you to easily select your assigned vehicle at the start of your shift, from a list of regularly used vehicles.



Excess Breath Alcohol (EBA)

- How to complete an EBA in OnDuty



Excess Breath Alcohol (EBA)

EBA is a new paperwork item available in OnDuty. This is the Mobility/Digital version of the Breath & Blood Alcohol Procedure Sheet (POL515).

The key differences between the POL515 and OnDuty EBA are:

- OnDuty EBA guides officers through the EBA process, recording only the information required based on the driver's details, test results and decisions made by the driver.
- Once the EBA information is captured, the paperwork is submitted to NIA where an occurrence is automatically created.
- The OnDuty EBA will go via the File Management Centre (FMC) if a re-query or validation is required.
- The EBA details are recorded in an EBA Procedure Sheet which is saved as a NIA attachment on the occurrence.
- There is no requirement for the driver to sign the EBA form in OnDuty or the EBA Procedure Sheet.
- OnDuty EBA will work offline to capture information, but you will need to be online to submit the paperwork.



Set up Breath Test Devices in Settings

Officers can set up Breath Test devices in their OnDuty settings in the Police Vehicle and Equipment Information section.

- There are two devices available - Drager 7510NZ and Drager 9510NZ.
- The serial number and calibration due date are mandatory fields.
- Once set, the devices will be available for selection in the EBA Procedure Sheet.
- Breath Test devices can be removed from settings by swiping left or by using the delete option.

Completing an OnDuty EBA

You can use the EBA form to capture a passed passive breath screening test right up to a failed Breath Screening test with Blood option.

Once you know you need to complete the EBA form, tap **Take Action** and select **EBA Procedure Sheet**.

The EBA Procedure Sheet is made up with the following sections:

- Card Event - optional
- Occurrence Details - mandatory
- Where Stopped – location is mandatory
- Road First Seen On – location first seen is mandatory
- Reason For Stop/Officer In Uniform – mandatory questions. If the officer is not in uniform, there is an additional question on producing identification.
- Admissions/Observations Of Driver – mandatory questions
- Person – mandatory, includes driver licence details questions
- Vehicle - mandatory, includes TSL vehicle details question
- Passive Breath Test – set of mandatory questions
- Breath Screening Test - see below for more details
- Require To Accompany - see below for more details
- Evidential Breath Test - see below for more details
- 10 Minute Period To Consider Option Of Blood - see below for more details
- Blood Test - see below for more details
- Charging Decision - see below for more details
- Post Procedure Administration - see below for more details
- Other Actions - see below for more details
- Narrative - optional
- Offence - 1U Traffic Incident is the only incident code, but all A series offence codes are available
- EBT Result Photo – this section is optional and should only be used to take a copy of the Evidential Breath Test printout from the Drager.

From a legal standpoint it is important to record the conversations you had with the driver in the comment's fields. E.g., instead of "Yes/No or driver acknowledged", add in: *Driver nodded head and said, "Yes I understand."*

The screenshot shows the top portion of the EBA Procedure Sheet app. At the top, it says 'Save as Draft EBA Procedure Sheet'. Below that are several sections, each with a plus sign and a label: '+ Card Event', '+ Location', '+ Location First Seen', '+ Reason Stopped/Officer Uniform', '+ Admissions/Observations', '+ Person', and '+ Vehicle'. The 'OCCURRENCE DETAILS' section is currently selected and highlighted in blue.

The screenshot shows the bottom portion of the EBA Procedure Sheet app. It continues with sections: '+ Passive Breath Test', '+ Breath Screening Test', '+ Require to Accompany', '+ Evidential Breath Test', '+ Blood Test Consideration Period', '+ Blood Test', '+ Post Procedure Administration', '+ Other Actions', and '+ Narrative'. The 'BREATH SCREENING TEST' section is currently selected and highlighted in blue.

Breath Screening Test

The Breath Screening Test section must be completed when there has been a failed Passive Breath Test, or a Passive Breath Test has not been taken.

- If a Breath Screening test is undergone, complete the Breath Screening test device details and Breath Screening test details.
- If a Breath Screening test is not undergone, tap no and enter a reason.

7:37

Back Breath Screening Test

BREATH SCREENING TEST

Test undergone

Yes No

BREATH SCREENING TEST DEVICE DETAILS

DRIVER INFORMATION: DRIVER: 7910NZ

A device approved by the Minister of Police by notice in the New Zealand Gazette; Land Transport (Breath Tests) Notice 2015. The Breath Screening Test was administered in accordance with the Land Transport (Breath Tests) Notice 2015.

Serial Number
e.g AB1234

Calibration Due Date
DD/MM/YY

BREATH SCREENING TEST DETAILS

Breath Screening Test

Save

7:38

Back Breath Screening Test

BREATH SCREENING TEST DETAILS

Enforcement Officer attached a mouthpiece to the breath inlet port of the device

Yes No

Display panel showed 'Screening'

Yes No

Driver being tested blew through the mouthpiece until a sufficient specimen of breath was obtained for analysis

Yes No

BREATH SCREENING TEST RESULT

Result

Pass Under 250 250+ Over Over 400

Driver Shown Result

Yes No

Save

Require to Accompany

The Require to Accompany section must be completed when, (for example):

- The driver's age is under 20 and the Breath Screening Test result was not a pass, or
- The driver is aged 20 or over and the Breath Screening Test result was 250+ Over or Over 400.

The accompany location selected will populate the rights to be read aloud.

7:39

Back Require to Accompany

ACCOMPANY LOCATION

Location to accompany to
Police Station

Station
Wellington

RIGHTS TO BE READ ALOUD

I now require you to accompany me to the Wellington Police Station or other such place, for the purpose of an evidential breath test, blood test, or both.

You have the right to remain silent.

You do not have to make any statement.

Anything you say will be recorded and may be given in evidence in court.

You have the right to speak with a lawyer without delay and in private before deciding to answer any questions.

Police have a list of lawyers you may speak to for free.

These rights will continue throughout the breath or blood alcohol testing procedures.

If you wish to speak to a lawyer a telephone will be made available to you for that purpose as soon as practicable. You will be provided with a reasonable time

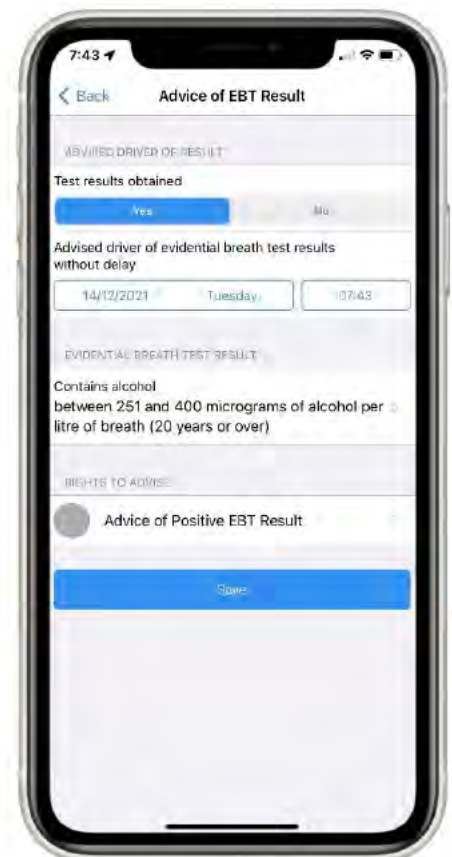
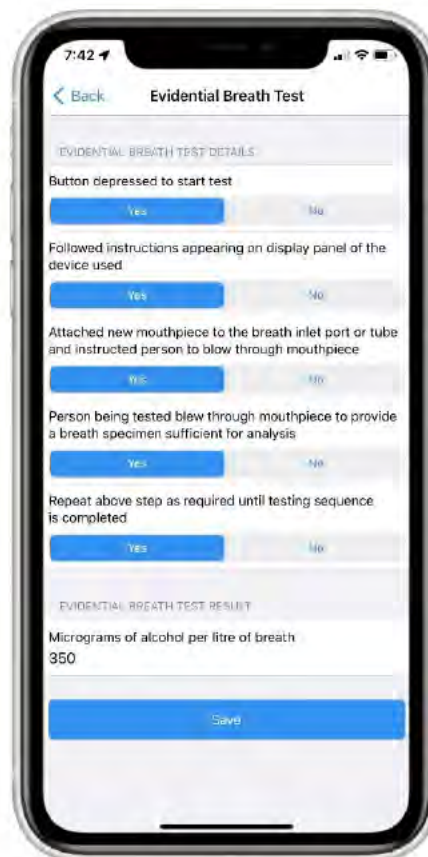
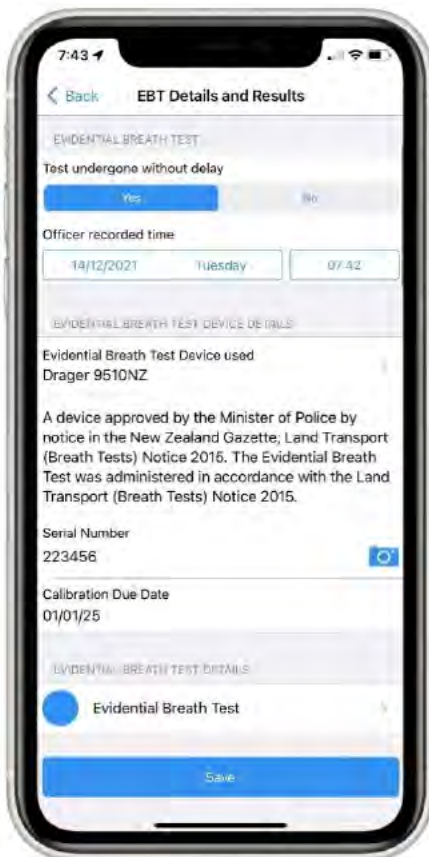
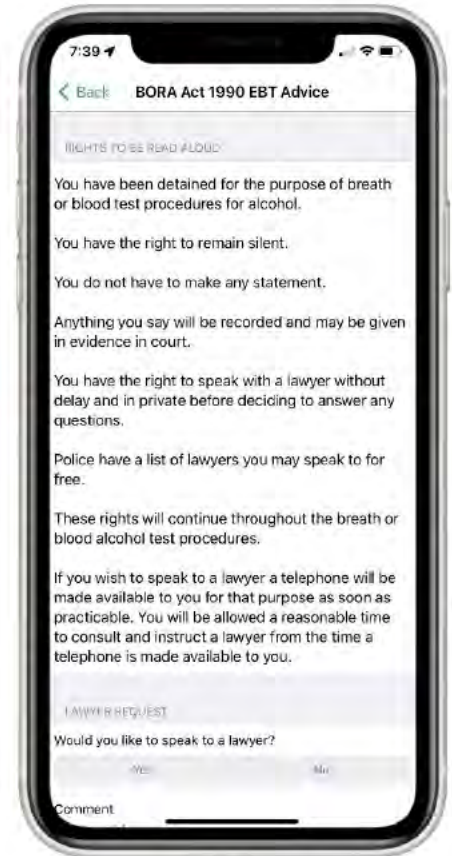
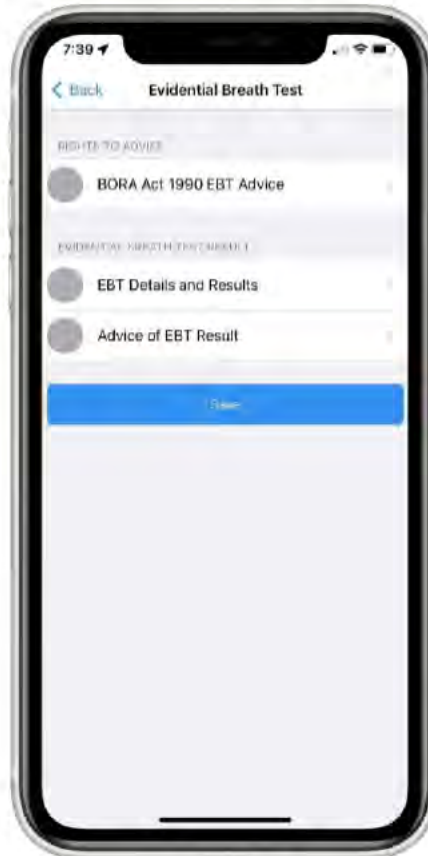
Evidential Breath Test

The Evidential Breath Test section has 3 parts that must be completed in sequence.

- BORA Act 1990 EBT Advice screen – includes Rights to be read aloud and two lawyer request sections.
- EBT Details and Results screen – includes time, device details, test details and test result.
- Advice of EBT Result screen – confirm that you have advised the driver, the time and the test result.

If there is a Positive EBT Result or if No Results are obtained, further advice and rights to be read aloud are presented.

The rights to be read aloud are populated based on what value has been entered in the 'Micrograms of alcohol per litre of breath' field on the Results screen (there are five variations of Rights To Be Read Aloud).



10 Minute Period To Consider Option Of Blood

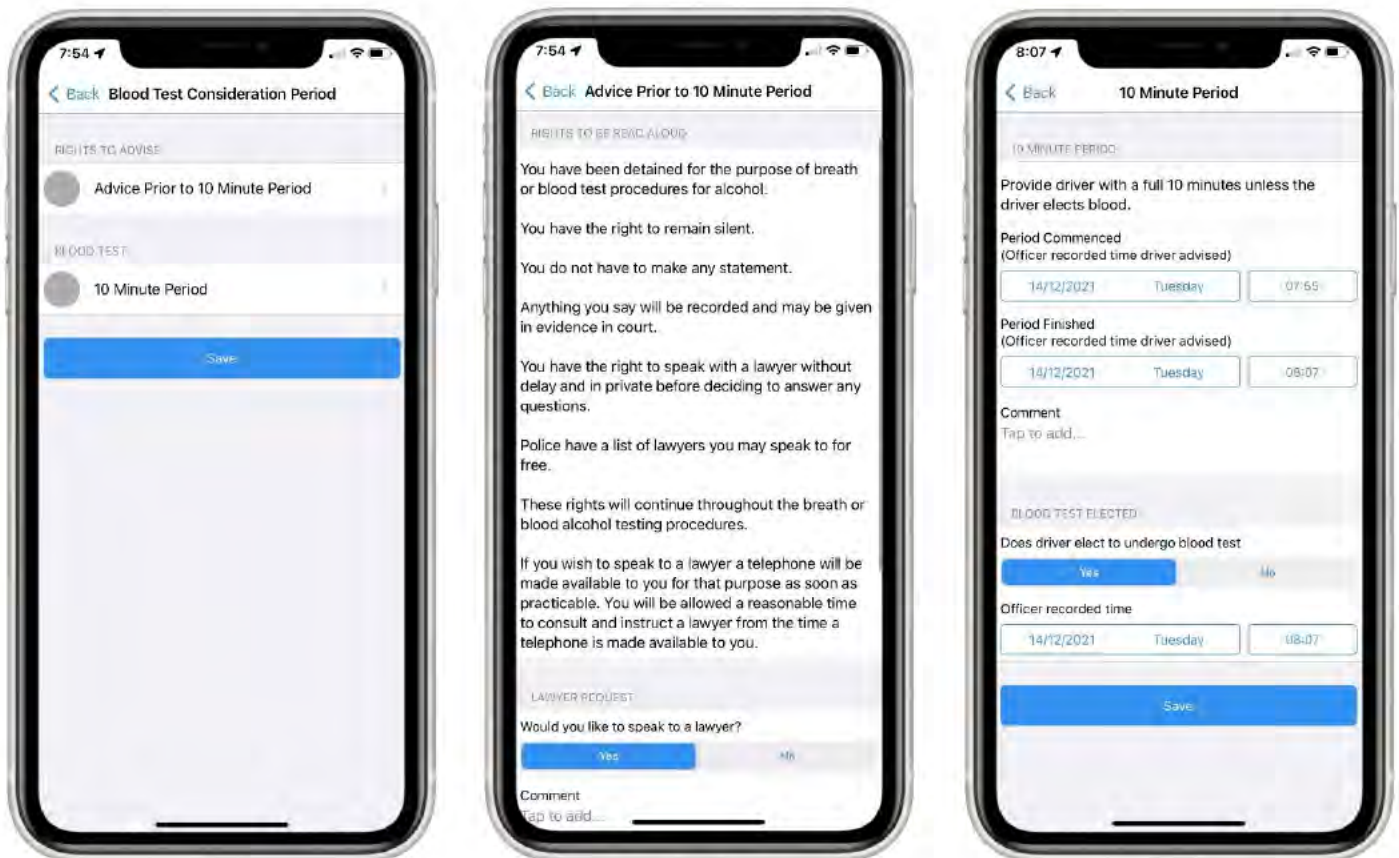
The 10 minute period to consider option of blood section is presented when there has been an Evidential Breath Test and the result was over 400 mcg/l.

The section will **not** display if the Evidential Breath Test was:

- a passed result, or
- between 251 and 400 mcg/l (20 years or over), or
- an incomplete test, failed test or refused test (you will go straight to the blood test section).

The 10 minute period section has 2 parts that must be completed in sequence.

- Advice Prior to 10 Minute Period - this includes rights to be read aloud, a lawyer request section, rights advised, and time advised.
- 10 Minute Period – the section allows you to record the time the 10 min period commenced and finished and if the driver elected to undergo a blood test.



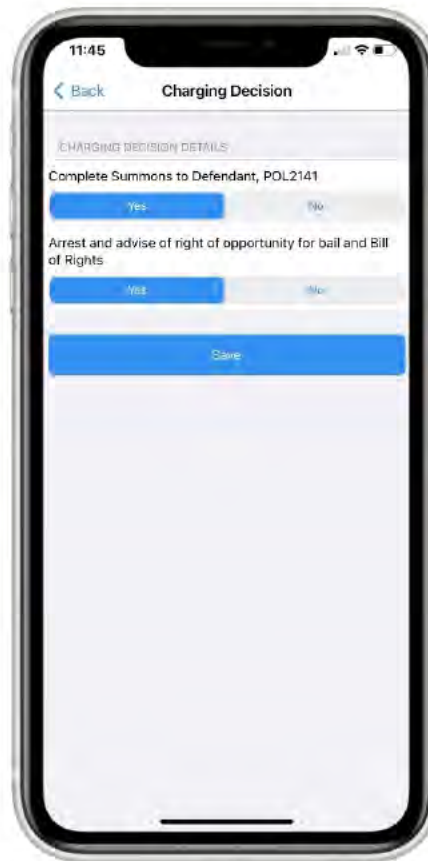
Blood Test

The Blood Test section is presented if the driver has elected to undergo a blood test or if no results were obtained in an Evidential Breath Test.

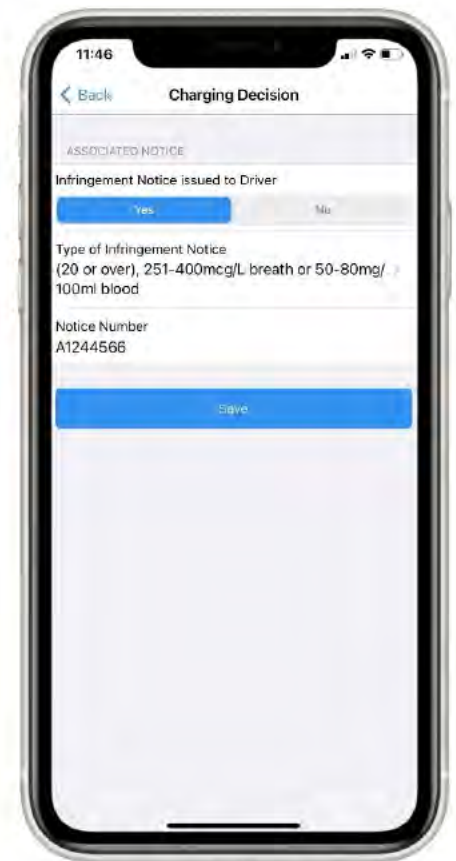
Charging Decision

The Charging Decision section and the questions displayed in the Charging Decision Details are dependant on the information collected throughout the EBA process.

- OnDuty EBA just captures the EBA charge. Any additional charges will need to be laid in the summons or custody module.
- If a blood test has been taken, you will need to wait until the blood results have been returned, then update the details in NIA to complete the charging process.



Example 1 Driver 20+, Evidential Breath Test 550mcg/l, and blood not taken



Example 2 Driver 20+, Evidential Breath Test 330mcg/

Post Procedure Administration

The display of the Post Procedure Administration section is dependant on the information collected in the EBA process.

The Post Procedure Administration section includes:

- Charge Only - when any of the Charge Only questions are answered YES, then instruction text is displayed.
- Identifying Particulars - if Yes, then additional sections and questions are displayed.



Other Actions

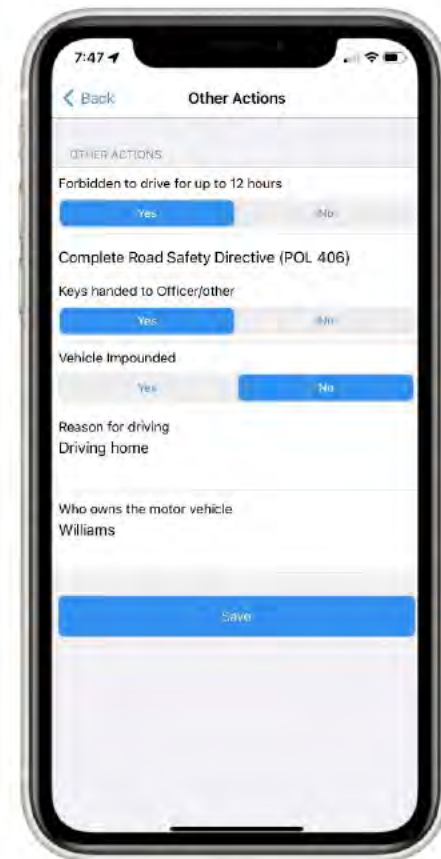
The other actions section contains the final questions for the EBA, including if:

- The driver was forbidden to drive for up to 12 hours,
- Keys were handed over and
- The vehicle was impounded.

Narrative

In the narrative section, add in your EBA notes.

NOTE: This section should not be used for NIA occurrence details as the NIA narrative is populated from the EBA information captured.

A screenshot of a mobile application interface titled "Other Actions". The screen shows a list of questions with "Yes" and "No" buttons. The questions are: "Forbidden to drive for up to 12 hours" (Yes selected), "Complete Road Safety Directive (POL 406)" (Yes selected), "Keys handed to Officer/other" (Yes selected), "Vehicle Impounded" (No selected), "Reason for driving" (Driving home), and "Who owns the motor vehicle" (Williams). A "Save" button is at the bottom.

Submit the EBA Procedure Sheet

Once you have completed the EBA in OnDuty you can Submit the EBA Procedure Sheet.

- On submit, a NIA Occurrence will automatically be created.
- Note: OnDuty enters the event number in the narrative as opposed to attaching it in NIA. (When multiple people are at a 3R, and there are multiple resulting EBA's, one event number can't be assigned to multiple EBA's in NIA).
- Note: The EBA will go via FMC if there are items that need to be requested.

If you need to abandon the EBA:

- Tap the 3 dots at the top right corner and select Abandon EBA Procedure Sheet.
- A supervisor will need to approve the abandon request.

Create an Infringement Notice Form from the EBA

You can create an Infringement Notice (INF) from the EBA.

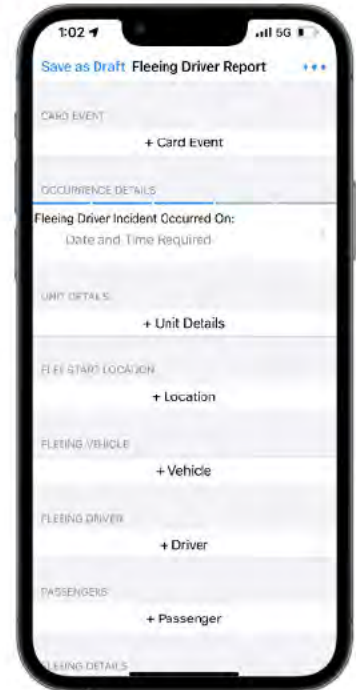
- Tap the 3 dots at the top right corner and select Create Infringement Notice Form.
- The following details from the EBA will auto-populate the INF:
 - CARD Event
 - Occurrence Date and Time
 - Record Location (Where Stopped)
 - INF Recipient (EBA Person)
 - Vehicle

Fleeing Driver Report

- How to complete a Fleeing Driver Report in OnDuty

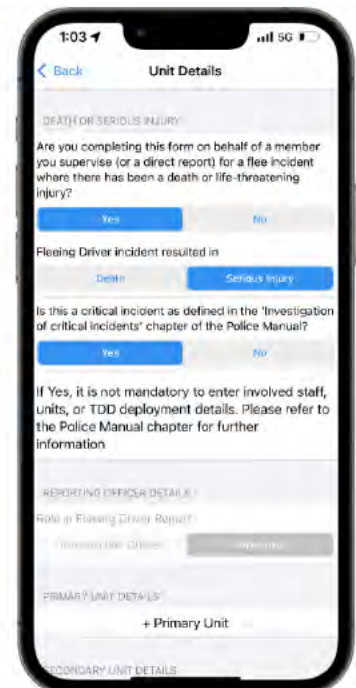
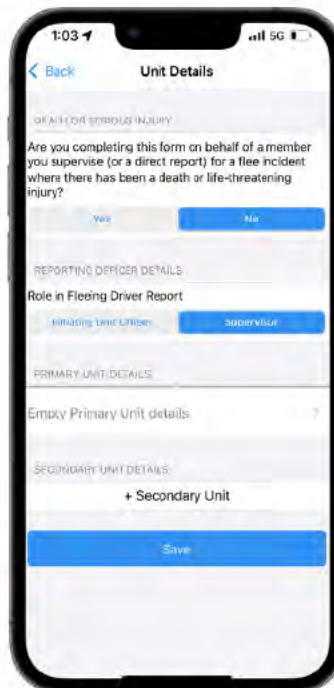
A Fleeing Driver Report can now be completed in OnDuty. Key features are:

- Use this report for all fleeing driver events.
- A supervisor can complete the Fleeing Driver Report on behalf of the initiating unit.
- Link to the Fleeing Driver content in CheckPoint.
- In NIA a Fleeing Driver Occurrence is created.
- An email notification is sent to the relevant Emergency Communications Centre to advise that input into the report is required. This will include the CARD event number and a link to the report.
- For more information, view the Fleeing Driver section on TenOne [here](#).



New Fleeing Driver Report – Unit Details

- A Fleeing Driver Report can be completed by either:
 - Initiating unit officer
 - Supervisor
- Enter unit information including call sign and passengers.
- The form will guide you on the information you need to enter.



Fleeing Details

- Enter the fleeing details including:
 - Fleeing Incident
 - TDD
 - Crash
 - Outcome

The first screenshot shows the 'Fleeing Details' form with the following sections and questions:

- FLEEING INCIDENT DETAILS**
 - Did the Fleeing Driver incident result in a pursuit? (Yes/No)
 - What was the duration of the pursuit? (HH:mm:ss) (00:12:01)
 - Was the driver signalled to stop? (Yes/No)
 - Select the reason for signalling the driver to stop: Traffic Offending
- TDD DETAILS**
 - Were tyre deflation devices (TDD) used in the Fleeing Driver Incident? (Yes/No)
 - Did TDD result in stopping the vehicle? (Yes/No)
- TDD DEPLOYMENT DETAILS**
 - + TDD Deployment
- CRASH DETAILS**
 - Did the fleeing vehicle crash?

The second screenshot shows the 'TDD Deployment Details' form with the following sections:

- TDD DEPLOYMENT DETAILS**
 - TDD Method (Dial/None)
 - Location (Tap to add...)
 - Staff Member QID
 - Save

Narrative

- Tap the CheckPoint link to open Fleeing Drivers content in CheckPoint if required.
- Tap in the narrative section to view guidance for completing the narrative.

The screenshot shows the 'Narrative' form with the following sections:

- FLEEING DRIVER CONSIDERATIONS**
 - View Fleeing Drivers
- NARRATIVE**
 - Threat / Exposure / Necessity / Response
 - If insufficient space please add directly to NIA
 - Tap to add...
 - Save
 - Done

A keyboard is visible at the bottom of the screen.

Debrief

- Tap to confirm if a debrief was completed.
- Enter the debrief notes or reason not entered.

The screenshot shows the 'Debrief' form with the following sections:

- DEBRIEF**
 - Debrief completed (Yes/No)
 - Debrief notes and recommendations
 - Tap to add...
 - Save

AWHI

How to create an AWHI Referral in OnDuty



AWHI is a voluntary offer of help – it's about connecting people in our communities with assistance when they need it. You can create an AWHI referral in OnDuty.

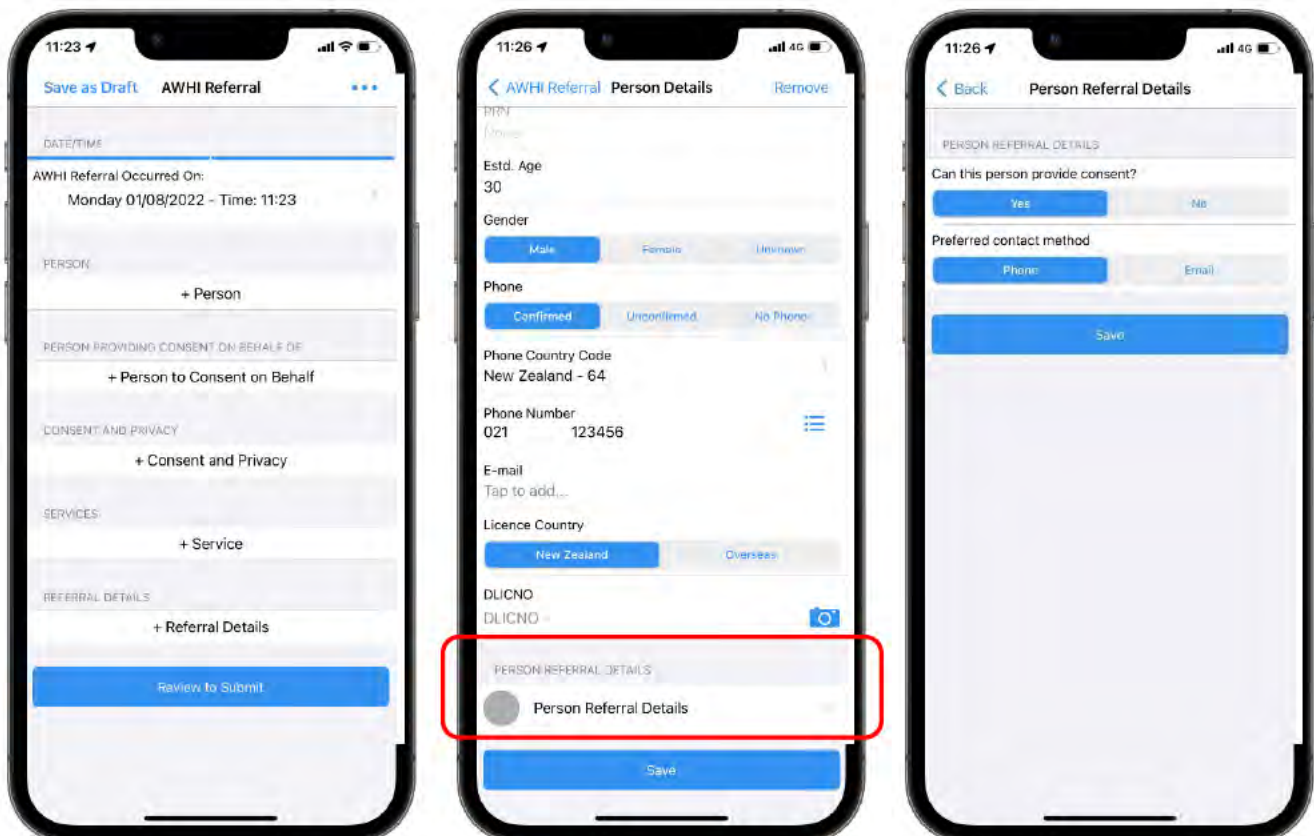
AWHI Referral in OnDuty

Person Referral Details

Confirm if the person can provide consent and the preferred contact method.

- In the 'Person Details' screen, scroll down and tap 'Person Referral Details'. Confirm if the person can provide consent and their preferred contact method.
- A 'Person to Consent on Behalf' is only applicable when someone holds enduring power of attorney.

NOTE: If a person does not have a phone number or email, you can ask for a family, whānau or close friends contact details.

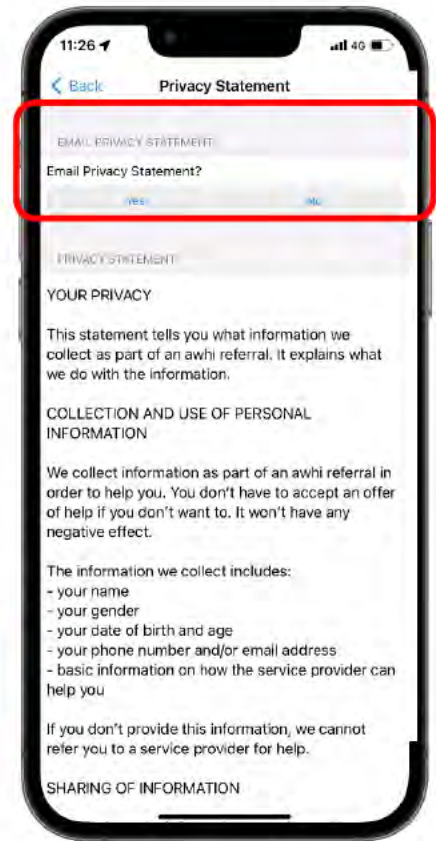
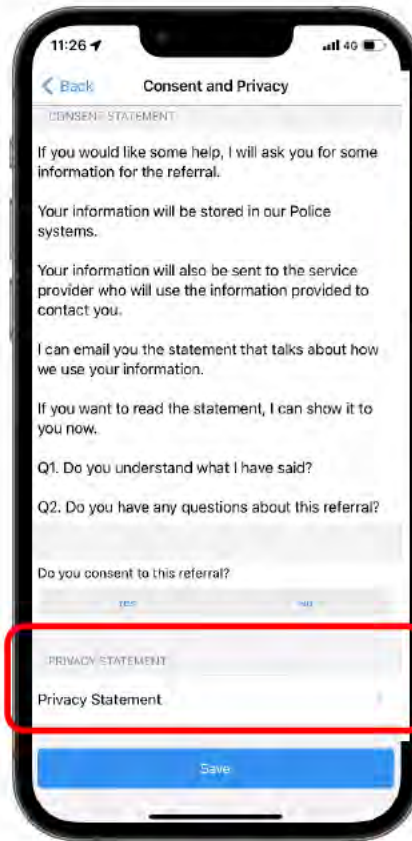


Consent and Privacy

You must obtain informed consent.

- Tap '+Consent and Privacy' to view the consent notes and consent statement.
- Confirm if consent is given to this referral.
- Tap 'Privacy Statement' to complete the privacy section.
- Once the person is comfortable with what was discussed, tap 'Save'.

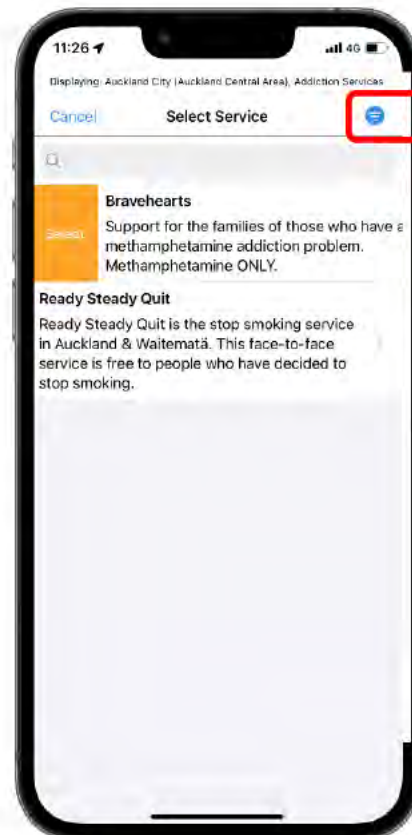
NOTE: If the person is a youth, (aged 15 years or under), mentally impaired or under the influence of alcohol or drugs you cannot offer a referral.



Service Provider

Service providers are filtered to show only those in your area (based on your scene station in settings).

- You can search for a service provider by name.
- You can change the filter for area/district and service type.
- Tap on the service provider to view the details, summary and conditions, or
- Swipe right on a service provider to select and go directly to entering the background and circumstances.

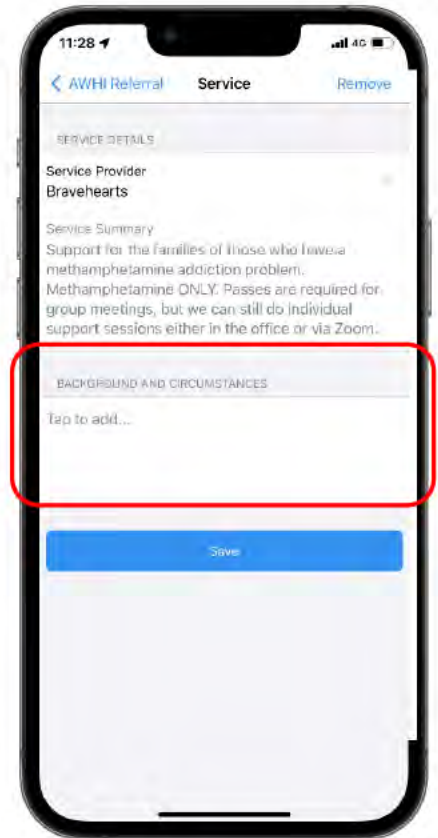
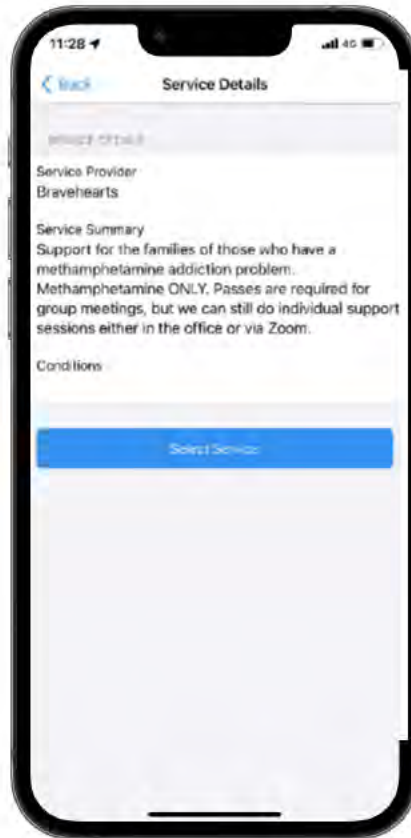


Select a Service Provider

- Check the service summary and conditions of the service provider.
- Add in the background and circumstances.

Keep your background and circumstances information to share with the Service Provider basic and factual e.g. “<NAME> would like your assistance with <SERVICE>”

You can add multiple service providers to the AWHI referral.



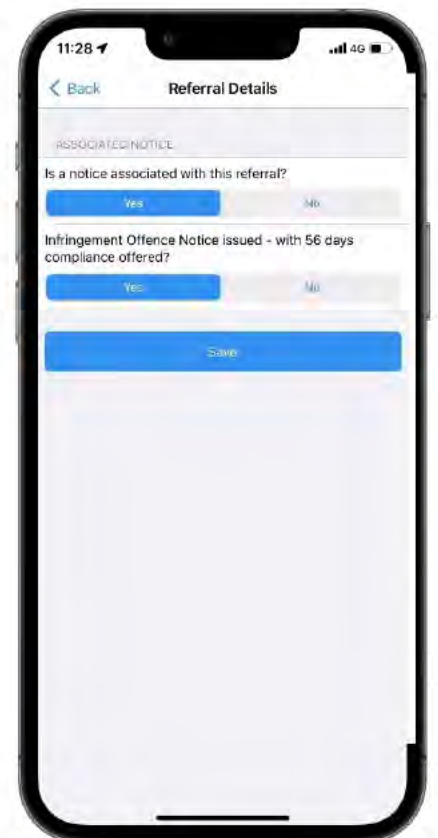
Referral Details

- Confirm if a notice with 56 days compliance is associated with the referral.
- This information is included in the email to the service provider to assist conversations and service type.

Create from other Paperwork

An AWHI referral can be created from an Infringement Notice Form, Family Harm, EBA Procedure Sheet, Offence Report, Commercial Vehicle Inspection Report, and Traffic Crash Report.

- Occurred date/time and person details will prepopulate the AWHI referral.
- If there is more than one person on the originating paperwork, select the person the AWHI referral relates to.



What happens next?

Once the OnDuty AWHI referral is submitted:

- A referral email is automatically generated and sent to the service provider.
- A copy is emailed to the area Kaiawhi.
- A noting is placed in NIA.
 - Category: Intelligence Noting
 - Type: AWHI Referral
 - Subject: AWHI Referral
- In OnDuty, you can see the referral history from the 'Person Summary' screen through 'this person has interacted with Police in the last 7 days' and via the 'Record' in the links section.

From: ABC123@police.govt.nz<ABC123@police.govt.nz>
Sent: Monday 14 March 2022 07:00 AM
To Officer, Police <Officer@police.govt.nz>
Subject: AWHI Referral for Timothy Williams Housing First Rotorua

AWHI Referral from Rotorua Police for Timothy William who has consented to a referral from Police to your organisation with the aim of enrolling in a program which will help them.

Their preferred method of contact is: 021 123 456

The referred person is: Male with a DOB of 01/01/1992

Housing First Rotorua:

Timothy would like your assistance with accommodation in Rotorua.

Please direct any inquiries and progress reports to
awhi.bop@police.govt.nz

Commercial Vehicle Inspection Report (CVIR)

- Completing an OnDuty CVIR



OnDuty CVIR

OnDuty CVIR enables members of the Commercial Vehicle Safety Team (CVST) to record inspections of commercial vehicles (all levels). Non CVST officers can record level 1 inspections only.

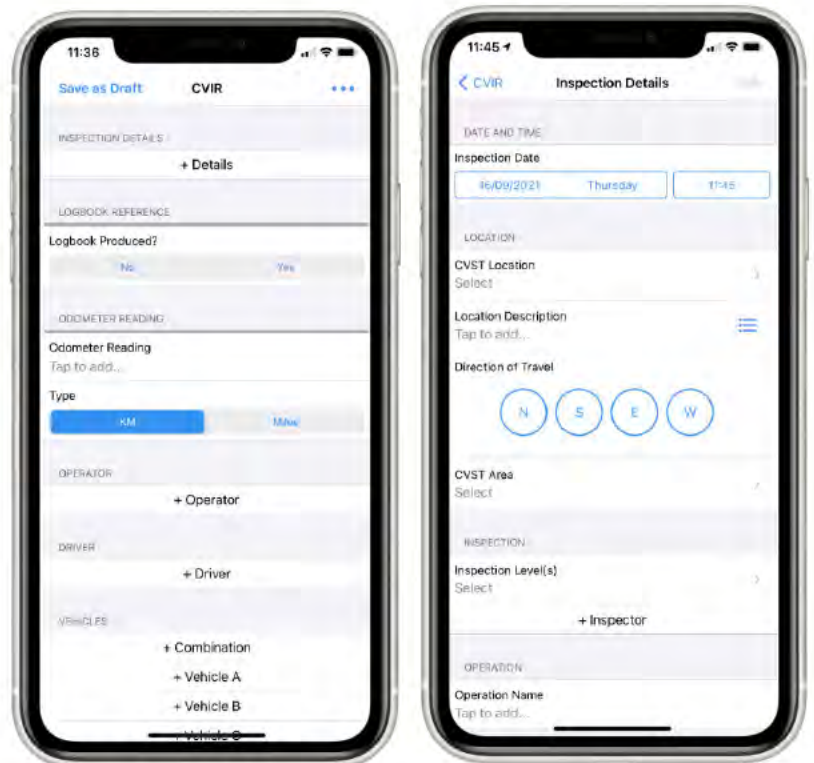
Completing an OnDuty CVIR:

- Enter the inspection details including the inspection level.
- Complete the form including logbook reference and odometer reading. Add an operator, driver and vehicle as required.
- If an infringement will be issued, before you affirm the CVIR:
 - Tap the 3 dots on the top right corner then Create Infringement Notice Form.
 - Enter the infringement details and submit the form.
 - Go back to the CVIR and affirm the CVIR - the report number will be revealed automatically.
- If an Infringement will NOT be issued affirm the report. (You can reveal the report number if required).

This process will ensure that the infringement will have the CVIR number, and the CVIR will have the infringement number printed on the PDF.

Once the OnDuty CVIR is affirmed:

- The CVIR is sent electronically to NZTA and NZTA will email the report to the transport operator listed on its database.
- The CVIR data is stored and available in SMART Reports.
- The CVIR does not go to NIA.



Family Harm Investigation

- Completing an OnDuty Family Harm Investigation



OnDuty Family Harm Investigation

Use OnDuty to capture the details of a Family Harm Investigation (FH) at the scene.

To provide situational awareness for the officer, when a FH CARD event is assigned and a folder created in OnDuty, you can view:

- The Query Location (QL)
- 'FH Occurrence delve' (Q) query to retrieve the 5 most recent FH occurrences which have happened at the location. The delve will automatically run when:
 - a CARD event is assigned, and a folder created in OnDuty, and
 - the code is 1R, 5F, 6S, 1510, 3850 or NSEC, and
 - a single location returns from the auto-run QL.
 - If there is more than one QL result, you can manually run the 'FH Occurrence Delve'.
- The CARD Event is dispatched to the QIDs of all officers in the police vehicle(s).

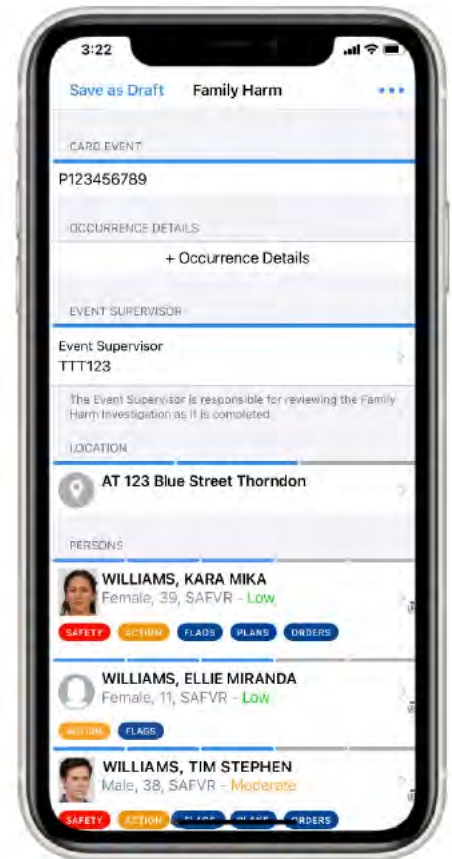
As you complete the FH, information becomes available to other Police staff to access in OnDuty and OnDuty Office.

- Supervisors: can monitor FH in real time and reassign as required.
- Family Violence Coordinators: use OnDuty Office to run reports of recent accepted FH to use in local/regional meetings.



Completing an OnDuty Family Harm Investigation

- Multiple officers can work on the FH paperwork at the same time.
- You can create a FH from a previous FH.
 - In the 'Summary' screen of a FH occurrence, tap 'Take Action' and select 'Create Similar Family Harm Investigation'.
- Supervisor approval is required prior to submitting the FH to NIA.
- Supervisors can 'Take ownership' of the FH and edit the paperwork as needed.
- There is a desktop version of OnDuty for supervisors to view and approve the FH (OnDuty Office).



Specific Family Harm Investigation sections:

Persons

- The Static Assessment of Family Violence Recidivism (SAFVR) and Victimisation History Score (VHS) measure displays when a person is added to the FH.
- If a location has been added to the FH, you can view persons that have been involved in a FH at that location and tap to review and add them to the paperwork.

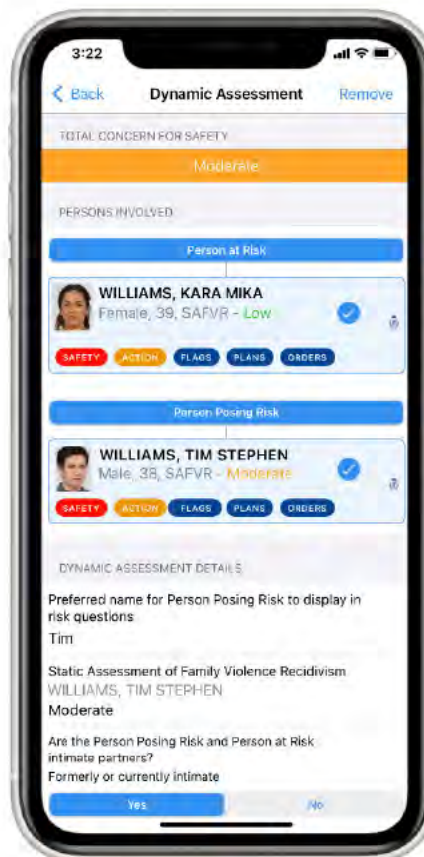
Dynamic Assessment

The dynamic assessment must be completed at the scene.

- You can create multiple dynamic assessments for each person at risk.
- The 'Guided View' allows the Person at Risk to answer the questions directly on the device.

Guided view if you are handing the phone to the person to complete themselves (e.g. if talking out loud poses a risk).

Officer view if you are asking the questions of the person at risk, or they have refused or can't answer the questions.



Safety Plan

Once the dynamic assessment is complete, view the Total Concern for Safety rating.

Complete the Safety Plan questions. The questions are grouped based on the risk level (Low, Medium, High).

- If it is a **Low risk**, then all Low risk questions must all be answered. You can answer any of the Medium or High risk questions if appropriate.
- For a **Medium risk** plan, the Low and Medium risk questions must be answered. You can answer any of the High risk questions if appropriate.
- For a **High risk** plan, the Low, Medium and High risk questions must be answered.

3:22

Back Safety Plan Remove

TOTAL CONCERN FOR SAFETY

Moderate

Previous Total Concern for Safety scores
14/02/2020 - Moderate
06/06/2018 - High

PERSON POSING RISK

WILLIAMS, TIM STEPHEN
123 Blue Street, Thorndon,
Wellington 6011 (Home Address)
13/04/1983 (38) | AB123456
Photo: Police
SAFETY ACTION FLAGS

SELECT PERSONS TO PROTECT

Primary Contact

WILLIAMS, KARA MIKA
Female, 39, SAFVR - Low
SAFETY ACTION FLAGS PLANS ORDERS

Inform the primary contact that information collected through the process of the investigation will be shared with partner agencies to enable joint safety planning

Additional Persons to Protect

WILLIAMS

3:22

Back Safety Plan Section Questions

PRIMARY CONTACT

WILLIAMS, KARA MIKA
321 Blue Street, Thorndon,
Wellington 6011 (Home Address)
13/04/1983 (38) | AA123456
Photo: Police
SAFETY ACTION FLAGS PLANS ORDERS

The Total Concern for Safety of the persons in this Safety Plan is **MODERATE**. Complete the following to ensure their safety.

Required safety considerations: ● + ●
Additional safety considerations: ●

LOW RISK QUESTIONS

● Police can share information about you and your circumstances to help you with safety and appropriate supports. (Family Violence Act 2018)
Agencies can include, but are not limited to: Ara Poutama (Department of Corrections), District Health Boards, Oranga Tamariki, ACC and family violence specialists such as Women's Refuge or Iwi providers.

Have you explained the above to Kara?
Yes No

● Do you have any concerns about your information being shared with a multi-agency family violence meeting? If yes, please explain the concerns.
Yes No

Narrative

Only complete the 'Circumstances' section for less complex matters.

Other sections are:

- Mutual Participants
- Primary Victims/Victims
- Predominant Aggressor/Offender
- Children
- Scene/Evidence/Exhibits/Witnesses
- Risks and Opportunities

New Link

Links can be added between the persons, vehicles, locations and organisations added to the FH.

11:44

Save as Draft Family Harm

SAFETY PLANNING

+ Dynamic Assessment

NARRATIVE

Circumstances
+ Narrative Section

VEHICLES
+ Vehicle

LINKS
No Existing Links
+ New Link

OFFENCES/INCIDENTS
+ Incident/Offence

INFORMATION ALERT
+ Information Alert

PHOTOS
+ Photo

Review to Submit

11:44

Save as Draft Family Harm

SAFETY PLANNING

+ Dynamic Assessment

NARRATIVE

Circumstances
+ Narrative Section

VEHICLES
+ Vehicle

Add narrative section

Mutual Participants

Primary Victims / Victims

Predominant Aggressor / Offender

Children

Scene / Evidence / Exhibits / Witnesses

Risks and Opportunities

Cancel

Child Protection Protocol Referral

If a child is at risk complete the Child Protect Referral section with:

- Persons Involved
- Alleged Incident
- Prevention
- Police History
- Reporting Staff Member

Police Safety Order

Answering **Yes** to a Police Safety Order (PSO) being issued (In the Safety Plan) will generate the PSO section.

- Select if the PSO information will be collected through OnDuty or by other means (e.g., CRL).
- If OnDuty, select the PSO action and complete the roles, PSO details and explanation.

Information Alert

An Information Alert can be added for a person, location or vehicle.

- The alert is loaded into NIA following supervisor approval or FMC action.

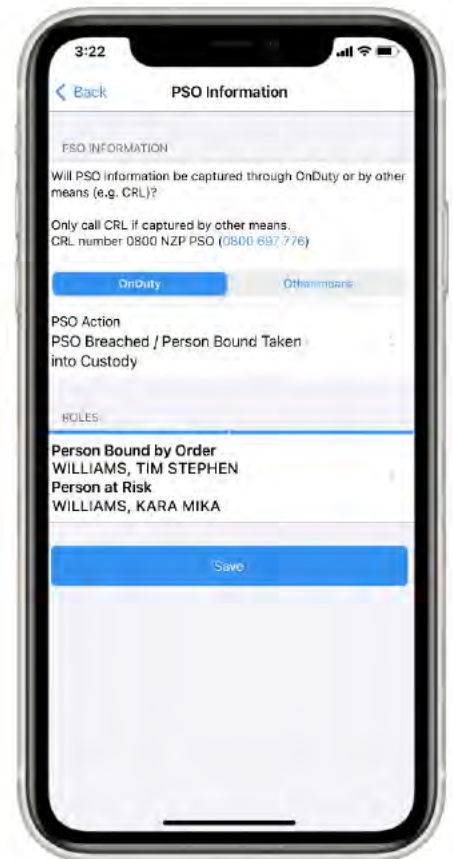
Approve a Family Harm Investigation

A submitted FH must be approved by a Supervisor using OnDuty or OnDuty Office.

- Supervisors can 'Take ownership' of the FH and edit the paperwork as needed.
- Supervisors who create an FH can approve it themselves, as long as they select themselves as the approving Supervisor.

Once the Family Harm Investigation is approved:

- Any referrals to Oranga Tamariki are sent automatically, and cc'd to the Child Protection Team.
- If there are new objects it will be sent to FMC to re-query or to assist if there is a validation error before it is entered into NIA.
- The Family Harm Investigation will be entered into NIA as an occurrence.



Health Referral – Drug Use

- Completing an OnDuty Health Referral – Drug Use



OnDuty Health Referral – Drug Use

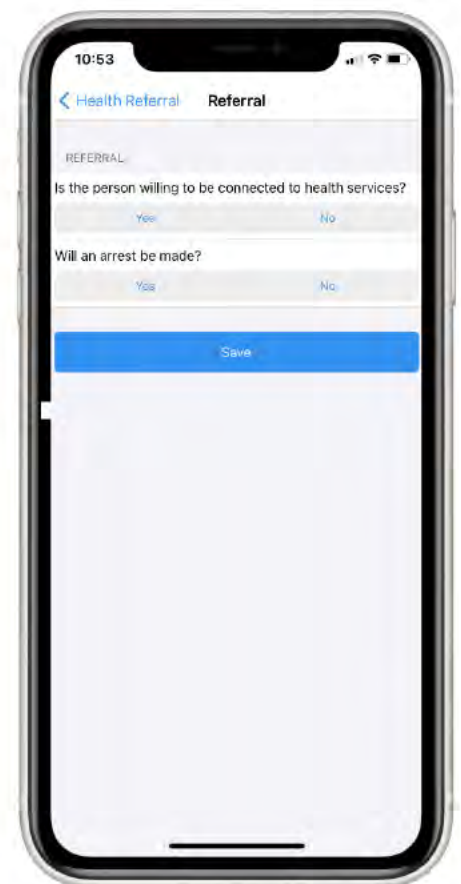
The Health Referral paperwork form in OnDuty gives officers the ability to refer suspects of certain drug offences to a health provider as opposed to charging them. On completion of the form in OnDuty, a referral will automatically be sent to the Health Provider as well as the creation of an occurrence in NIA.

You can make a referral as a part of a verbal warning or pre-charge warning. If making a health referral as part of a verbal warning, remember to seize the drug and exhibit as per the normal process.

Use the guidance in the CheckPoint app to assist with decision making.

Completing an OnDuty Health Referral – Drug Use:

- A CARD event number is mandatory.
- Only one person can be added to the Health Referral. If a person has previously had one or more 'Health Referral - Drug Use' completed, you will see an alert in the person summary screen.
- Complete the referral questions – a referral will only be sent if answered 'Yes' to *Is the person willing to be connected to health services?*
- Select the offence(s) and complete the offence details and contributing factors.
- Enter the narrative – describe the circumstances / person's current level of intoxication (drugs/alcohol) / how you have processed the drug exhibit / what types of drugs they are using.
- You can create a Health Referral from a Family Harm and a Warrantless Search from a Health referral.



Once the OnDuty Health Referral is submitted:

- When the Health Referral has passed validation or FMC processing a NIA occurrence and case is created with the subject "Health Referral - Drugs" and assigned to the reporting officer.
- The reporting officer will need to manually complete the NIA filing process in NIA.
- Details are automatically sent to the health provider, who make the referral.

Property Form

- Completing an OnDuty Property Form
- Can be linked to a NIA Case
- Starts the initial chain of custody record



OnDuty Property Form

The Property Form in OnDuty enables officers to enter key property details directly into OnDuty at the time of seizing or receiving property.

Officers will need to complete the details in the PROP Desktop application when they return to the station.

Completing an OnDuty Property Form:

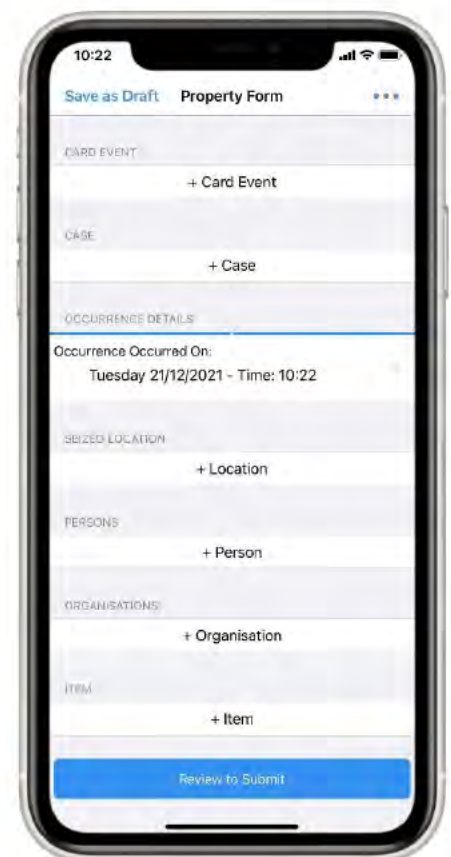
- The Property Form follows the standard OnDuty process with the ability to add in Occurrence details, Location, Person, Organisation and Links.

NOTE: Location is the Seized Location

- Approval of the paperwork is not required.
- Once submitted, the status will be set to Processing. When this has been processed into PROP, the status will change to At Prop. In PROP, it will be set to a status of Draft.

NOTE: Once the paperwork has been submitted, it is not able to be updated or returned to the user.

- If additional Property items need to be recorded in OnDuty, create a new paperwork item. The CASE or CARD number can be re-used and will be added to the PROP CASE details within PROP.
 - You can create a Property Item with the same Item Type by tapping the 3 dots at the top right, then Create Similar Item. OnDuty will automatically copy attributes into the new Property Item – you will need to update and record additional item details



Specific Property sections:

Link to a case

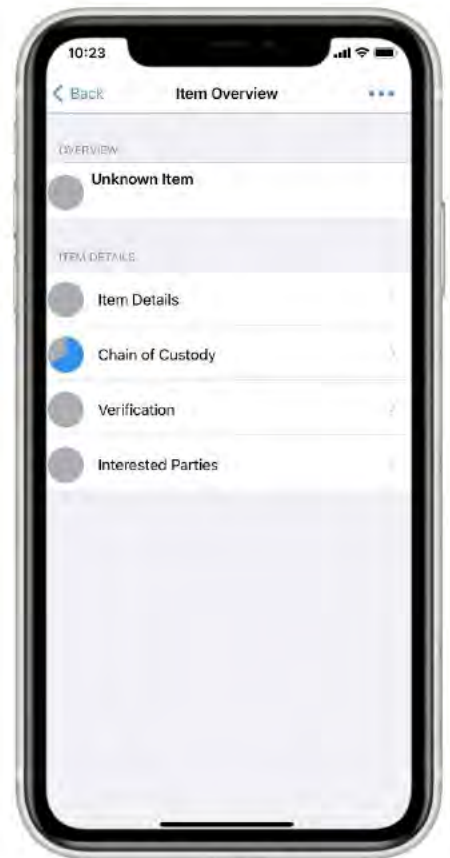
- You must add a Case to your Property paperwork. If you don't know the DOCLOC number, you need to add the Case Name.
- The Case Name does not get sent through to PROP Desktop.

NOTE: OnDuty folders allow multiple cases in one folder. This would occur if there are multiple Property Forms in an OnDuty folder that are associated with multiple cases.

Item

- For each item added to the Property form, you will need to enter:
 - Item Details
 - Chain of Custody
 - Verification
 - Interested Parties

NOTE: There is no limit to the number of items you can add to the Property Form.

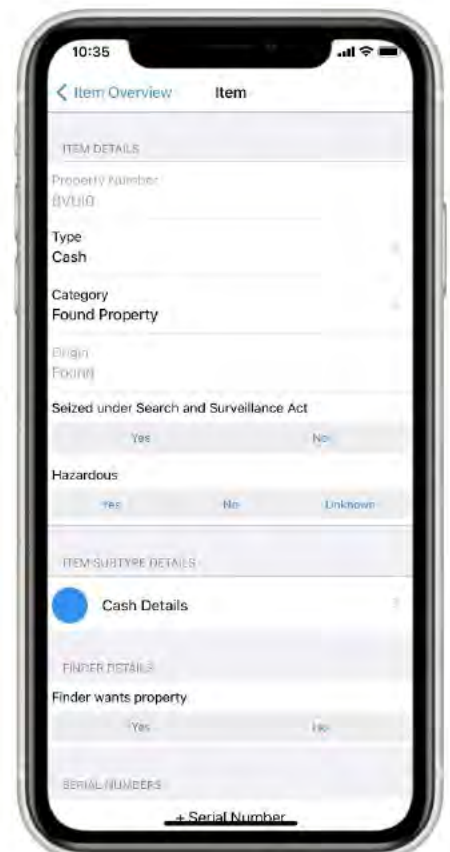


Enter Item Details

- Select the appropriate Item Type. There are 11 types to choose from.
- Continue to enter the item details for each item including Category, Origin and Subtype Details.
- Add Serial and Alternative Reference numbers to Property Item if required.
- PROP assigns a Property Number to each Property Item created.

NOTE: OnDuty can only obtain the number from PROP if the device is online

- Ensure you label each item with the Property Number.



Chain of Custody

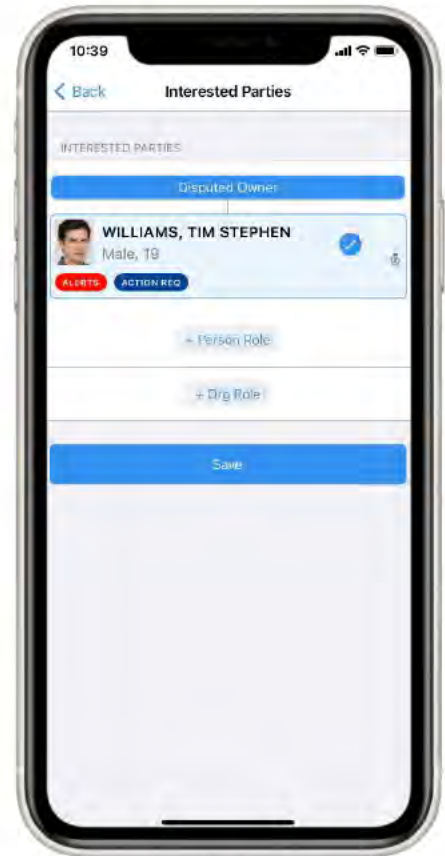
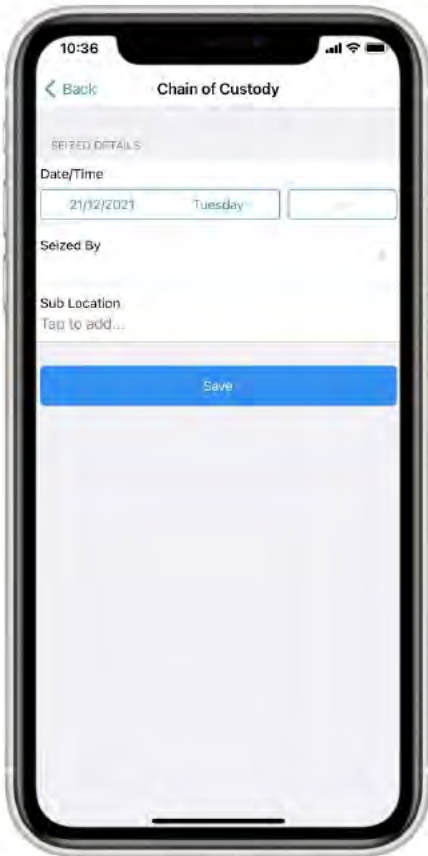
- The initial Chain of Custody (first seized by details) is automatically recorded against all OnDuty Property Items.
- Seized By defaults to the logged in user but can be overwritten if a different officer received the property.
- Enter the time the item was seized.
- Chain of Custody is not able to be transferred to another Person or Organisation using OnDuty. This is only available from PROP Desktop.

Verification

- You can record the details of a person or officer who has verified the content of a Property Item (e.g. who has confirmed the cash amount and currency for a cash property item).
- Verification will need to be completed in PROP Desktop if the verifier was a Police User. If the Verifier was Other, the verification will automatically be set to Verified in PROP Desktop and no further verification action is required on the desktop.

Interested Parties

- You should record the relevant Interested Party details for every Property Item (e.g. the Owner, the Finder etc.).
- Interested Parties can be Persons and/or Organisations.
- Each Person or Organisation in the Property paperwork must have at least one role on at least one Property Item.



Queries

- Completing an OnDuty Query: Person, Vehicle, Location, Organisation & Item



OnDuty Queries

OnDuty Query enables you to look up information in NIA on persons (QP), vehicles (QV), locations (QL), organisations (QO) and items (QI).

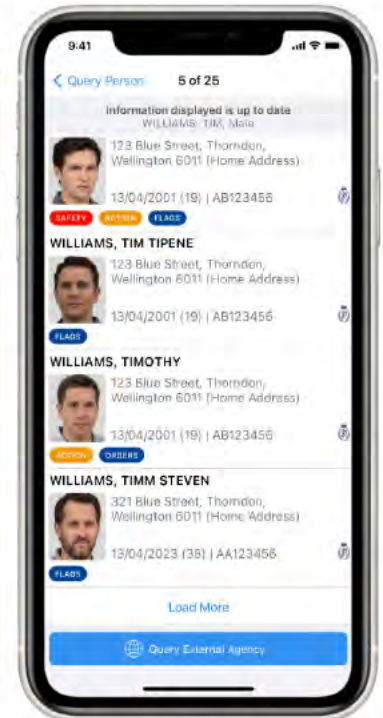
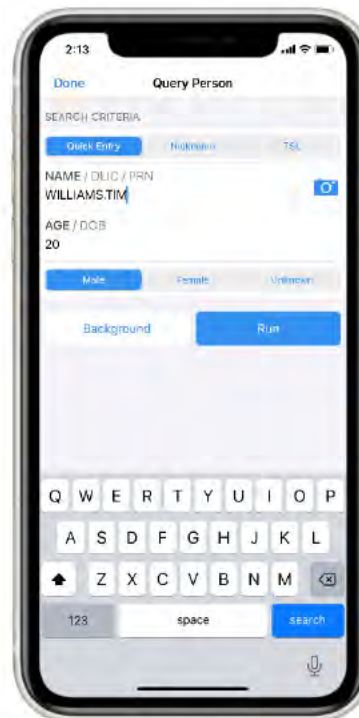
- For each query type, enter the search criteria and run the search.
- Use the background feature to run multiple queries at the same time.
- Query Results will show a list of possible matches:
 - Tap on a result to view the summary page which shows a subset of the information available in NIA.
 - You can Take Action from the summary to start a paperwork item. The details will automatically be entered into the relevant section of the paperwork, or
 - Use the Bookmark feature to save the person/vehicle/location/item/organisation in your folder.



Query Person (QP)

To look up information on a person in OnDuty, select QP, then:

- Enter a name, drivers licence number or PRN to search or use the camera icon to scan a driver's licence to auto enter the search criteria.
- Alternatively enter a nickname or TSL.
- Narrow the search by age and gender.
- Double tap the spacebar or enter a '.' between surname and first name.
- The first 5 results are shown, tap Load More to view more results.



Query Vehicle

To look up information on a vehicle in OnDuty, select QV, then:

Search Criteria

- Enter a registration, vin, chassis, or engine number to search, or use the camera icon to scan the registration label or RUC details in the registration card in the vehicles window.
- A wildcard character can be entered in the regno. This gives you the option to enter a vehicle type, make and colour to help narrow the search.

Reason

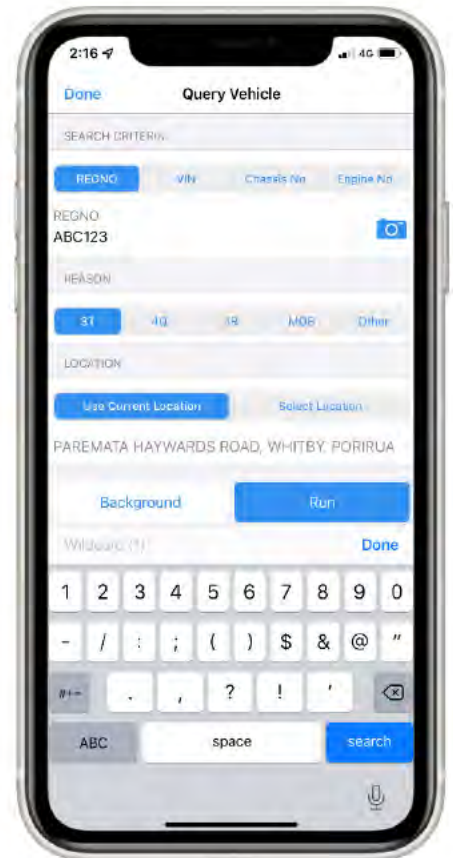
- The reason will default to 3T
 - If another reason is required, tap the appropriate selection for the search.
 - If 3T is selected, a 3T event is logged in CAD (if the officer is logged into Responder/CAD).
 - If the 3T event failed to create, contact the Comms Centre via radio.

Location

- The location will default to your current location
 - The current location will use the phone's GPS location to find a nearby NIA address.
 - You can choose a different location by tapping Select Location to select recent/nearby locations or search/manually enter a location
 - For a 3T, an updated GPS location is sent to Comms when you run the query - this may be a different location from what is showing on the Query Vehicle screen. The location on your screen is used purely for the transaction log of the query.

Run the Query

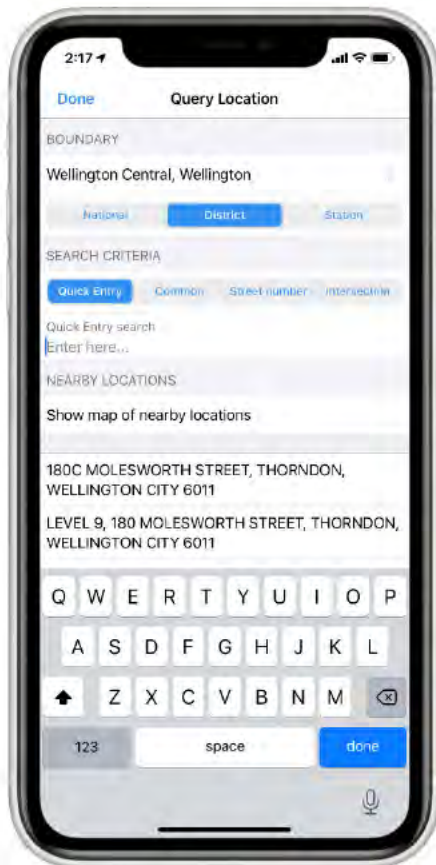
- Tap Run, to perform the query, OnDuty will present any NIA or NZTA vehicles.
- If an exact match is found, you will be taken straight to the vehicle summary page, otherwise you will be presented with query results.



Query Location

To look up information on a location in OnDuty, select QL.

- A location search can be performed at a national, district or station level. The default location query boundary can be adjusted in your OnDuty settings.
- There are three ways to perform a Query Location:
 - Enter search criteria – quick entry, common name, street number or an intersection, then tap run to perform the search.
 - Tap Show map of nearby locations to view a map with nearby locations.
 - This will show nearby NIA locations with different icons for location type and alerts.
 - Tap on the map to search in a different location.
 - Tap to select a nearby location in the generated list, then tap run to perform the search.
 - These are nearby NIA locations based on your phones GPS.
 - When offline, nearby locations will still display if GPS is on and available.



Query Organisation and Query Item

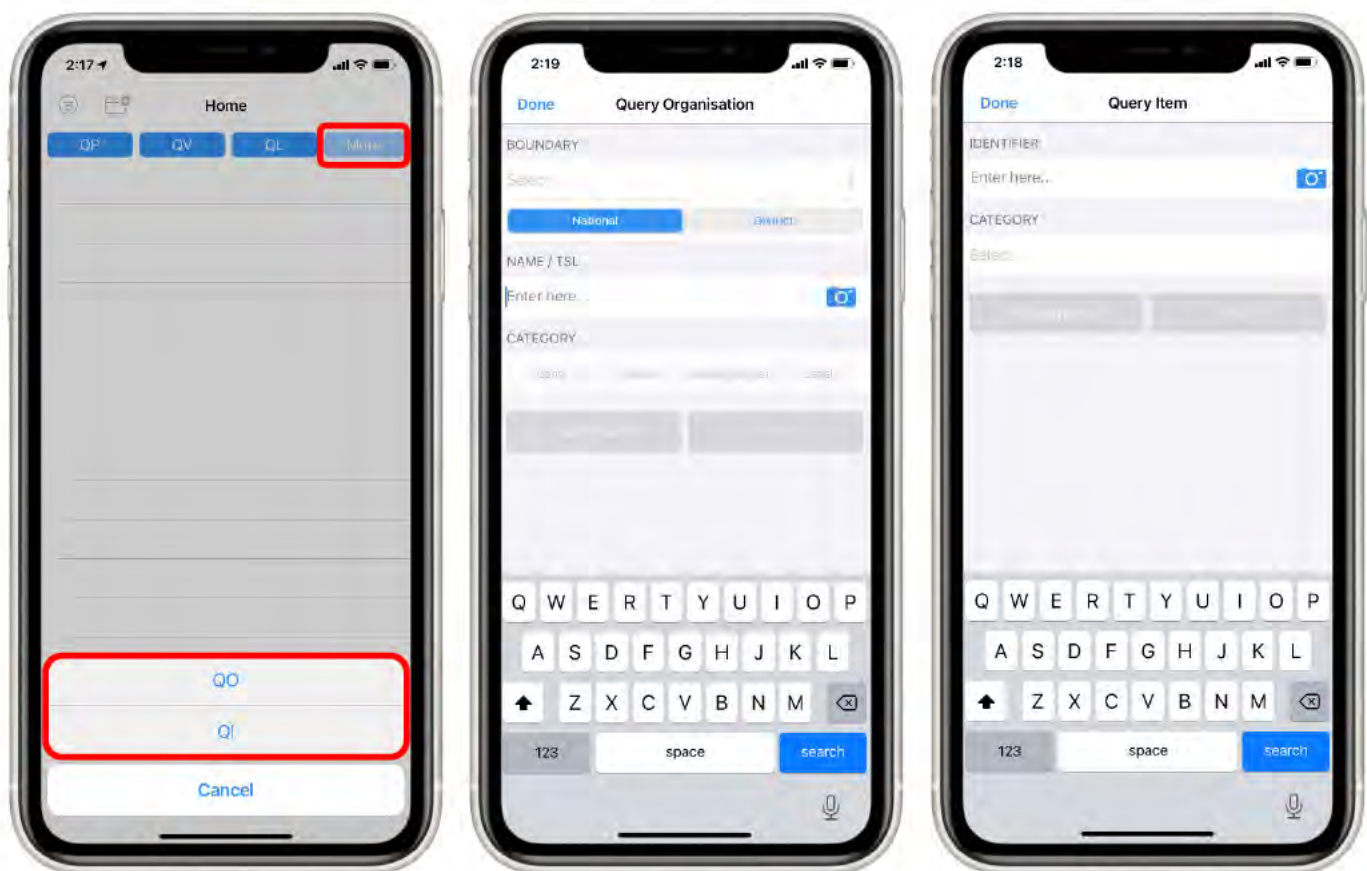
To query an Organisation or Item, tap More, then select QO or QI from the pop-up box.

Query Organisation

- Adjust the search boundary if required.
- Enter the name or TSL – you can use the camera icon to scan the TSL to auto enter the search criteria.
- Select the category, type then run the search.

Query Item

- Enter the identifier or use the camera icon to scan the identifier to auto enter the search criteria.
- Select the category then run the search.



Drug Driving Infringement

- How to complete a Drug Driving Infringement in OnDuty

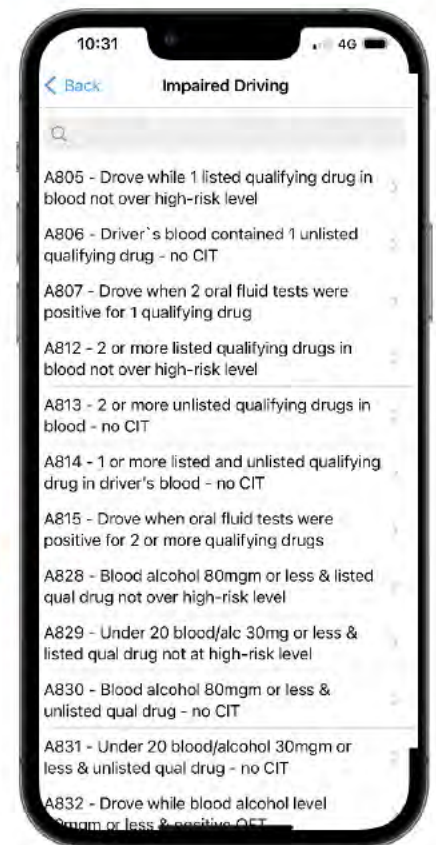
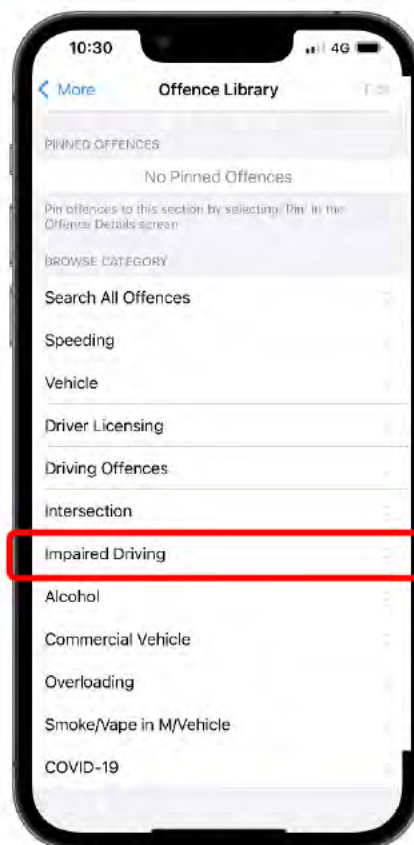
The Land Transport (Drug Driving) Amendment Act 2022 will come into effect on 11 March 2023.

In OnDuty, changes have been made to the Infringements paperwork to capture the information required for the new legislation:

- New Impaired Driving category
- New Drug Driving Infringement

New Impaired Driving category

- New Impaired Driving offence category:
 - Includes the EBA infringement offences.
 - 15 new A800 series infringement offences.
- Categories have been re-ordered for ease of use.

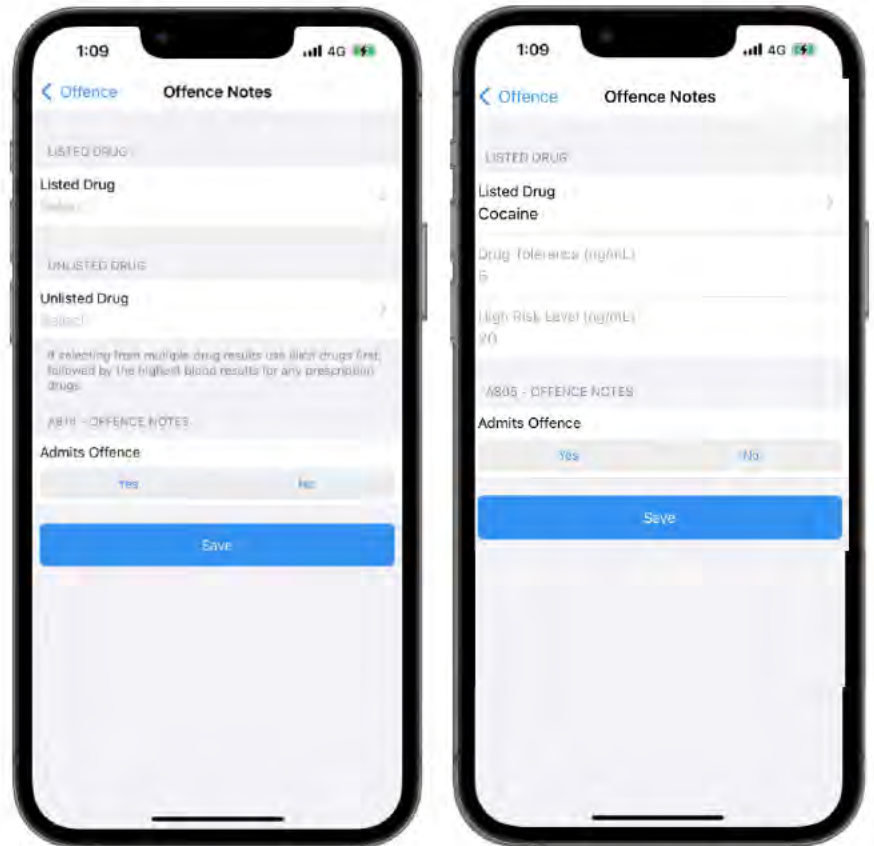


Drug Driving Infringement

- A Drug Driving offence is a person only offence.
- An Infringement paperwork can have only one Drug Driving offence.
- The resolution for Drug Driving offences is Infringement.

Offence Notes

- Select the drug(s) for a Drug Driving offence from the list of Listed or Unlisted Drugs.
- Up to 2 drugs can be added to the offence.



Infringement Notice

- Recipient
 - The front page contains a Drug Driving Offence table.
 - The back page includes a drug driving medical defence point under the Defences section and an additional note section.
- Officer copy
 - New Drug Driving Offence table is now included.

Section 118 Letter

- Completing an OnDuty s118 Letter



OnDuty s118 Letter

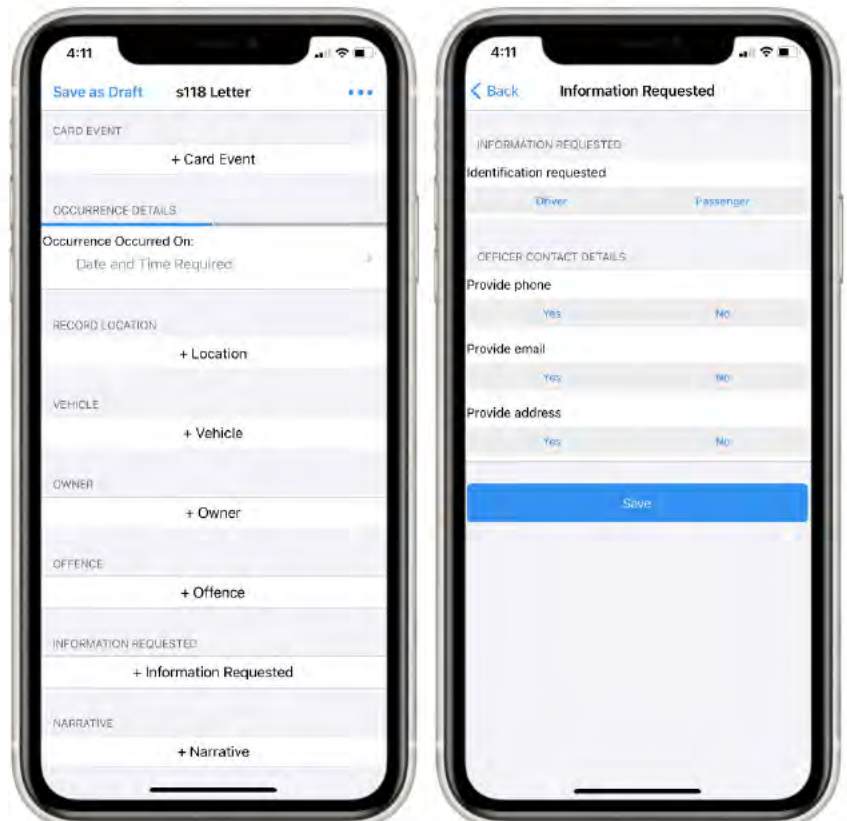
The s118 Letter can only be used for Traffic Offences where there is a requirement to give information as to identity of driver or passenger. The legislation can be found here in [s118](#) of the Land Transport Act 1998.

Completing an OnDuty s118 Letter:

- Enter the CARD Event number, occurrence details, location and vehicle.
- Select/enter the owner, and ensure you have the correct postal address. The owner is the recipient of the s118 Letter.
- One traffic related offence must be added - the s118 Letter can only be used for traffic offences.
- In the Information Requested section, enter specific s118 related information. Enter your contact details for the Reply Form.
- Enter further details in the narrative. The narrative text will be part of the occurrence narrative in NIA but is not included within the s118 Letter that is sent to the recipient.

Once the OnDuty s118 Letter is submitted:

- NZ Post prints and sends the letter to the owner of the vehicle.
- The letter is entered into NIA as a new occurrence.
- FMC can link the CARD Event to any other offence/occurrence with the same number.



Tasks

- How to view and update a task from RIOD in OnDuty

OnDuty Tasks

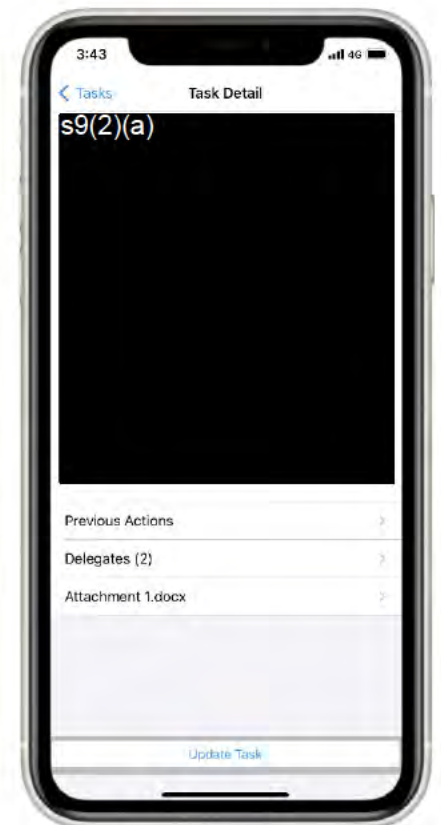
Tasks enables you to view and update tasks that have been assigned or delegated to you from RIOD.

- Updates to Tasks will sync back to the task in RIOD.
- Tasks refresh every 15 mins when open.
- When offline, you can view, add actions taken, and complete tasks, however the updates will not send to RIOD and be viewable to others until the connection is restored

Task List and Details

Select a District to view your tasks.

- Tasks are colour coded by due time:
 - Red: < today
 - Orange: < 24 hours
 - Green: 48+ hours
- Tap on a task to view and/or update. Tap on:
 - 'Previous Actions' to view all actions taken to date.
 - 'Delegates' to view those delegated the task.
 - 'Attachments' to view (e.g., FLINTs, photos, maps).
 - 'Update Task' to enter action taken and/or update the status.



Traffic Crash Report

- Completing an OnDuty Traffic Crash Report



The Traffic Crash Report can be used to record the details of the traffic crash at the scene.

Completing a TCR in OnDuty

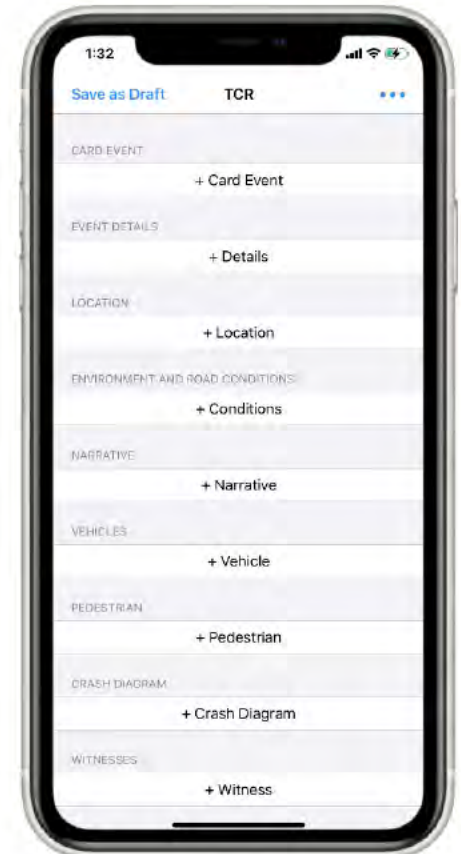
If you have been assigned to a crash event by Comms, you will have a 1V folder in the OnDuty Home tab.

Open the folder to view the contents or tap 'Take Action' then TCR to create the traffic crash report.

NOTE: You can only have 1 TCR in each folder in OnDuty

You can collect, share and collate crash information with other officers.

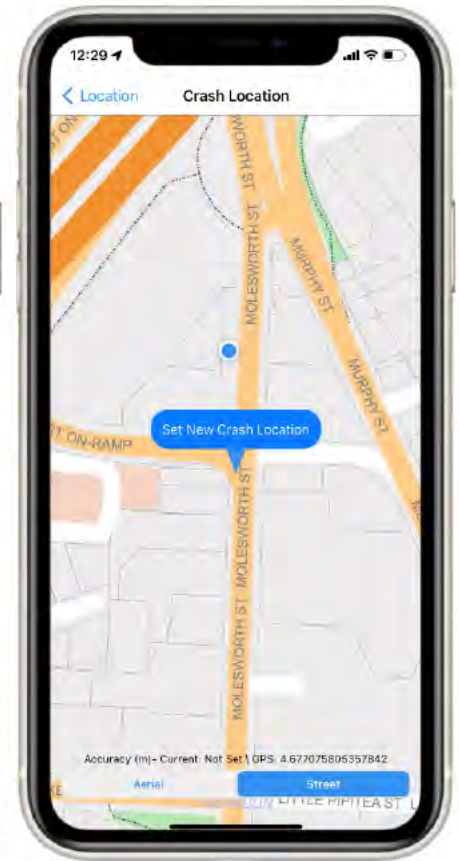
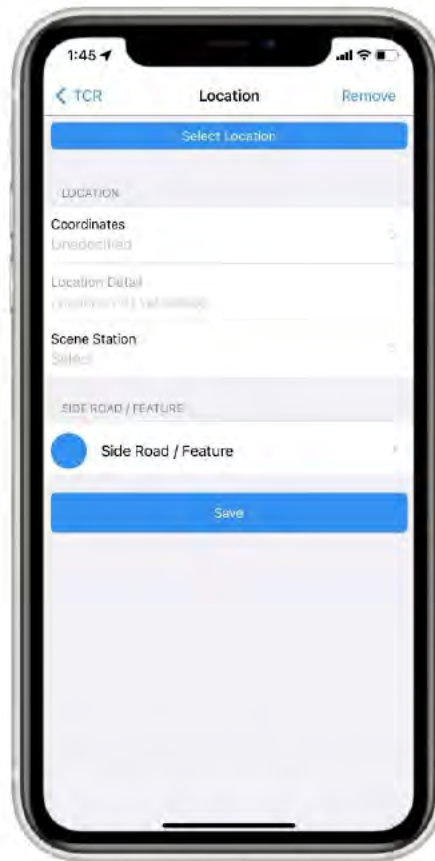
- Share the folder with additional officers (Take action/Share folder with officers)
- Colour coding indicates who is doing what
- The reporting member can take over a section at any time
- Another officer can become the reporting member at any time



Location

Tap +Location to enter the location detail.

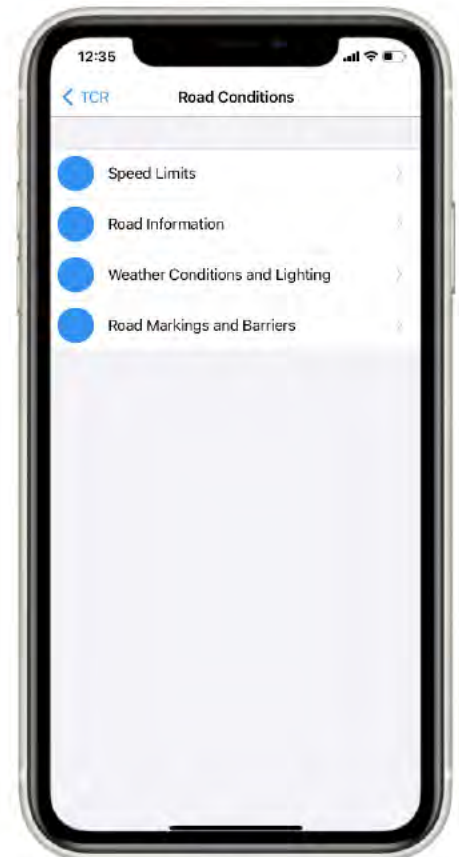
- 'Select Location' to enter the location detail.
- 'Coordinates' to identify the exact coordinates of where the crash occurred on a map.
- Enter 'Side Road /Feature' if required



Conditions

Tap + Conditions to enter environment and road conditions, including:

- Speed Limits – posted, temporary
- Road Information
- Weather Conditions and Lighting
- Road Marking and Barriers



Narrative

Tap + Narrative to enter your officer notes on:

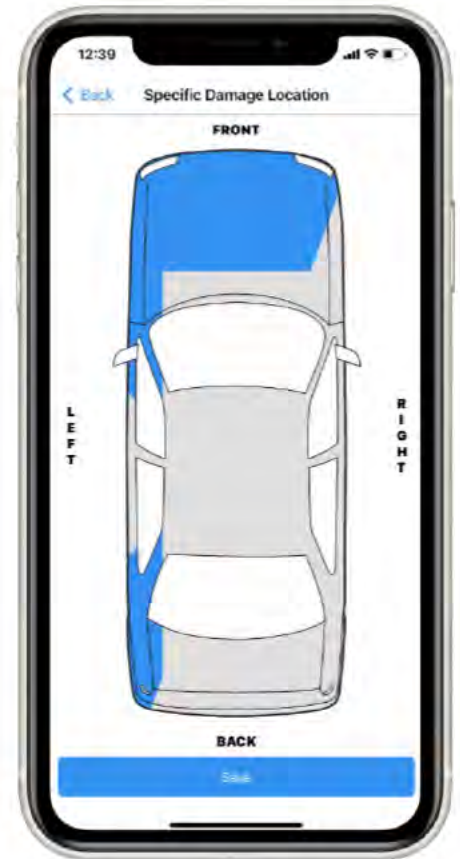
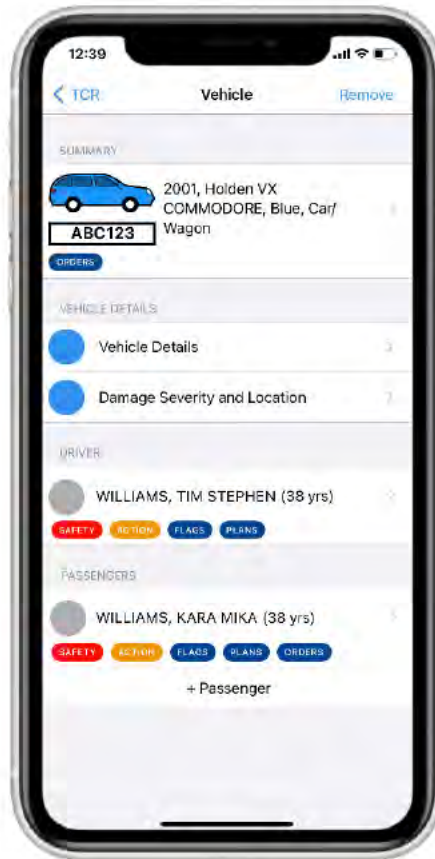
- What happened and objects hit
- Why the crash happened

Vehicle

Tap +Vehicle to enter all vehicles that were involved in the TCR, including cycles, towed vehicles, unknown vehicles and vehicles that have left the scene.

For each vehicle, you will need to complete details as appropriate.

- Vehicle Details
- Damage Severity and Location

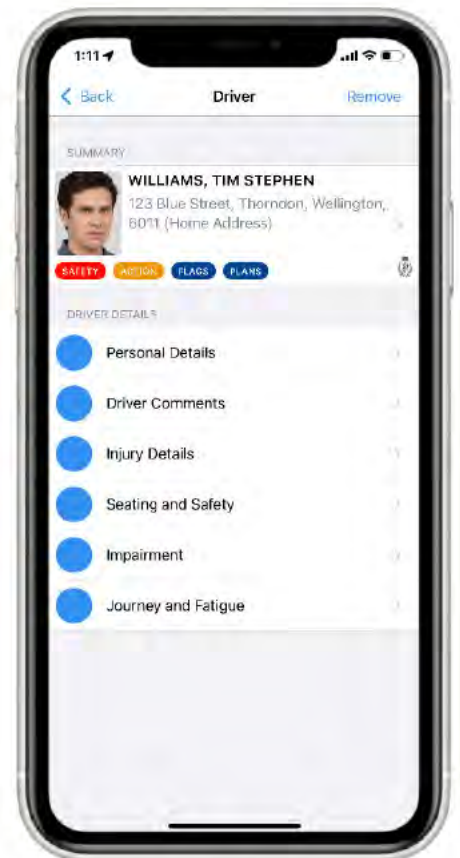


For each vehicle, you will need to add in:

- Driver details
 - Personal Details
 - Driver Comments
 - Injury Details
 - Seating and Safety
 - Impairment
 - Journey and Fatigue
- Passenger details
 - Personal Details
 - Passenger Comments
 - Injury Details
 - Seating and Safety

Pedestrian

Tap +Pedestrian to enter details of pedestrians that were involved in the TCR.



Crash Diagram

Complete the crash diagram using the map or a blank canvas if the road is new.

- Vehicles that have been added to the TCR are available to add to the crash diagram.
- Add in other items including trees, signage as necessary.

Witness

Tap +Witness to enter details of witnesses that were involved in the TCR.

Outcome

Tap +Outcome to enter any enforcement details or if no further action was taken.

Photo

Tap +Photo to add up to 15 photos to the TCR.

Summiting the TCR

Once you submit the TCR, your supervisor will be required to review and approve the report.

- Once approved, FMC will process the TCR into NIA.
- A copy of the TCR will be available to print from NIA.



Update Narrative

- Update the narrative of an occurrence in OnDuty



OnDuty Update Narrative

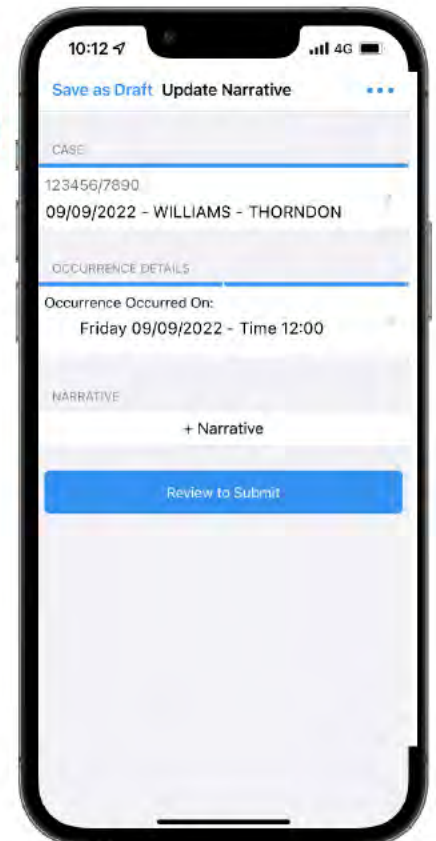
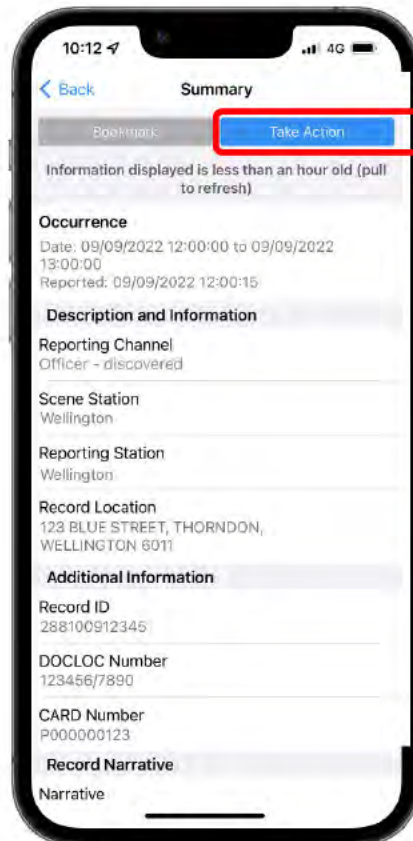
OnDuty Update Narrative gives officers the ability to update the narrative of any occurrence in OnDuty without having to return to the station.

NIA Cases that are assigned to you are easily viewable in the assigned tab.

NOTE: Update Narrative is available for any occurrences, it does not have to be assigned to you.

How to Update a Narrative in OnDuty:

- Tap on an Incident/Offence to view the details.
- Tap on **Take Action** and select Update Narrative.
- Complete the Update Narrative paperwork.
- Updates in OnDuty will be reflected in the NIA Occurrence narrative.



Visits Forms

- Completing an OnDuty Visit form



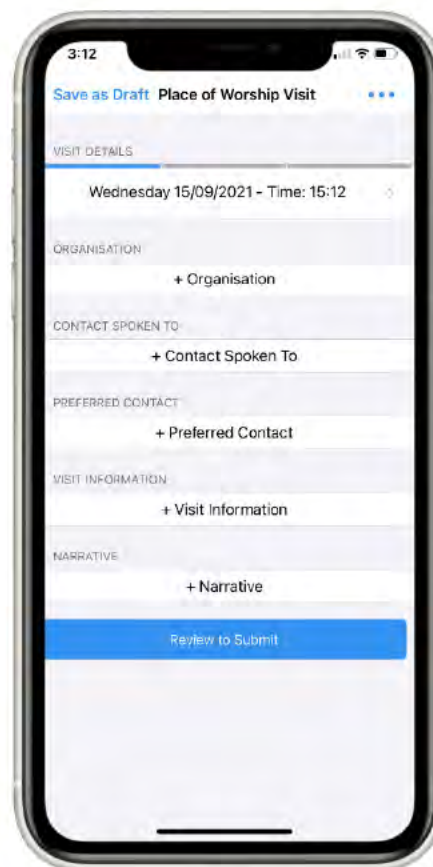
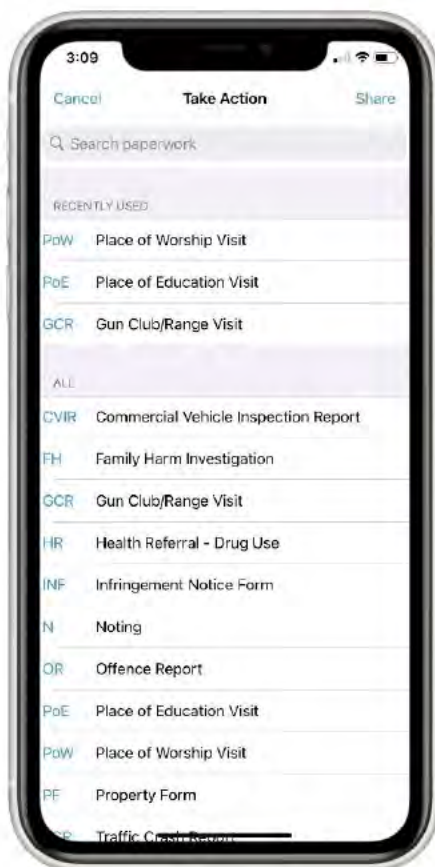
OnDuty Visits Forms

The visits forms in OnDuty can be used whenever a visit is made to a place of worship, education facility or gun club range. These forms include:

- Place of Worship Visit (PoW)
- Place of Education Visit (PoE)
- Gun Club/Range Visit (GCR)

Completing an OnDuty Visits Form:

- Enter the visit details, organisation, contact, visit information and any additional narrative.
- No supervisor approval is required
- Once the OnDuty Visits form is submitted, it is entered into NIA as a noting.



Warrantless Search

- Completing an OnDuty Warrantless Search form



OnDuty Warrantless Search

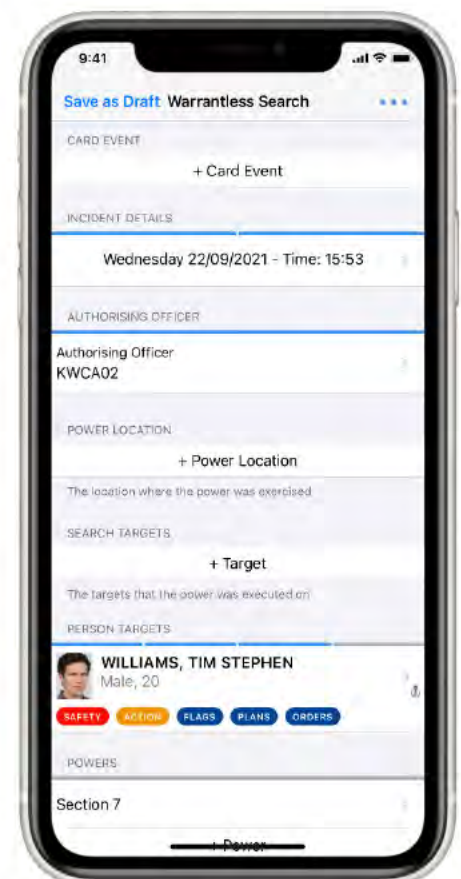
The Warrantless Search form in OnDuty can be used to record when you have used a warrantless entry or search power. OnDuty Warrantless Searches are entered into NIA as an occurrence and a case is created.

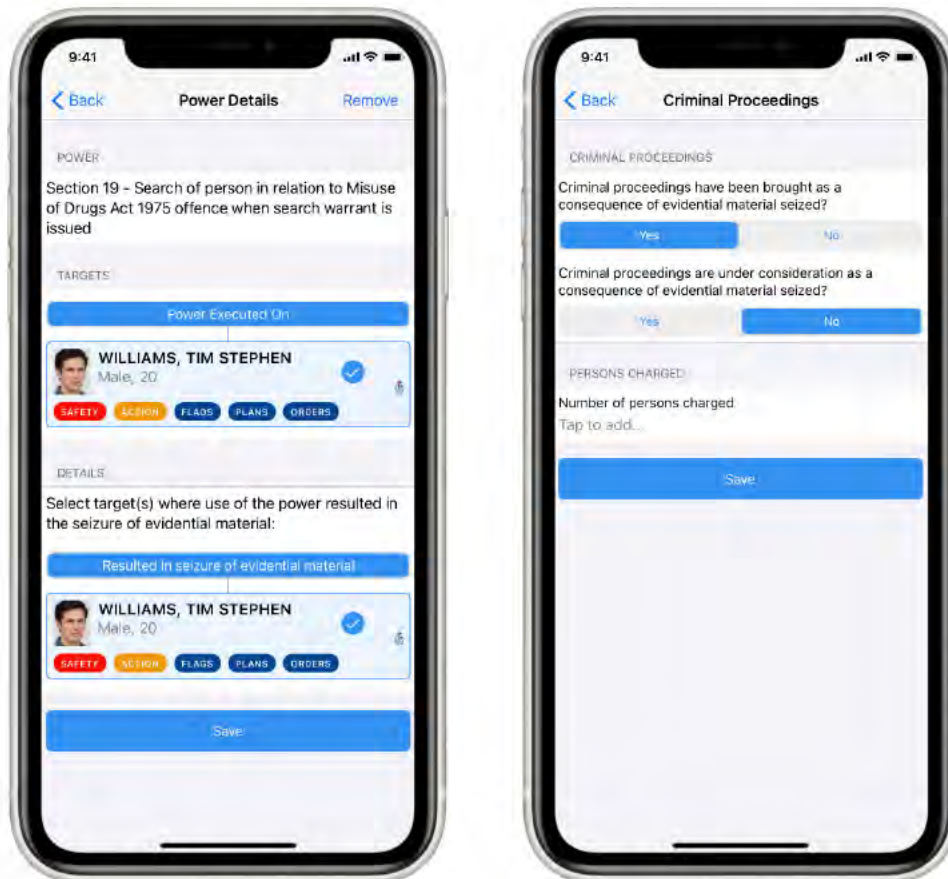
A Warrantless Search power notification must be created whenever a warrantless entry or search power is exercised (unless an exception applies). Refer to [Part 3 - Warrantless powers to search places, vehicles and things](#) for more information on Warrantless Searches and [Part 14 – Reporting](#) for the reporting requirements.

CheckPoint can also provide guidance on when and how to apply the Search and Surveillance legislation.

Completing an OnDuty Warrantless Search:

- Enter the CARD Event number
- Adjust the date and time in the incident details if required
- The Authorising Officer field will automatically populate with the supervisor details from your settings. If you need to adjust this, tap Authorising Officer.
- At least one target is required. If 'Other Target' is selected, enter a description.
- At least one power is required, and all targets must be linked with at least one power. Enter the targets that the power was executed on and the details - only targets relevant to the power will be available for selection.
- In the narrative describe the circumstances where the Warrantless Search power was used.
- Complete the criminal proceeding section.





Once the OnDuty Warrantless Search is submitted:

- The Authorising Officer will receive a notification in OnDuty and an email with a link to the occurrence in NIA.
- A 6X occurrence and a case is created in NIA.
- A separate Warrantless Search Notification will be created for each Target in the Warrantless Paperwork. The data will be sent to the Warrantless Search Database after confirmation has been received that the NIA Occurrence has been created.

NOTE: If drugs or firearms were found, or there was concern for a child or young person, a secondary notification process must be followed.

How to use SAM Bail & OnDuty Bail

- SAM Bail layer shows nearby persons on bail
- OnDuty Bail form to complete the bail check



SAM Bail is a layer in SAM where you can view persons on bail as a pin location. Officers can easily see those that have been checked in the last 2 hours, 48 hours and those that have breached. Officers can also filter the bail pins by curfew, crime type and priority offenders.

You can action the bail check in SAM, which logs the 5K with Comms and opens OnDuty Bail.

In OnDuty Bail, you can enter the breach or comply against the bail conditions, select action taken and submit the bail check to NIA/BMA. You can also query a person in OnDuty, view their bail conditions and complete the end-to-end bail process.

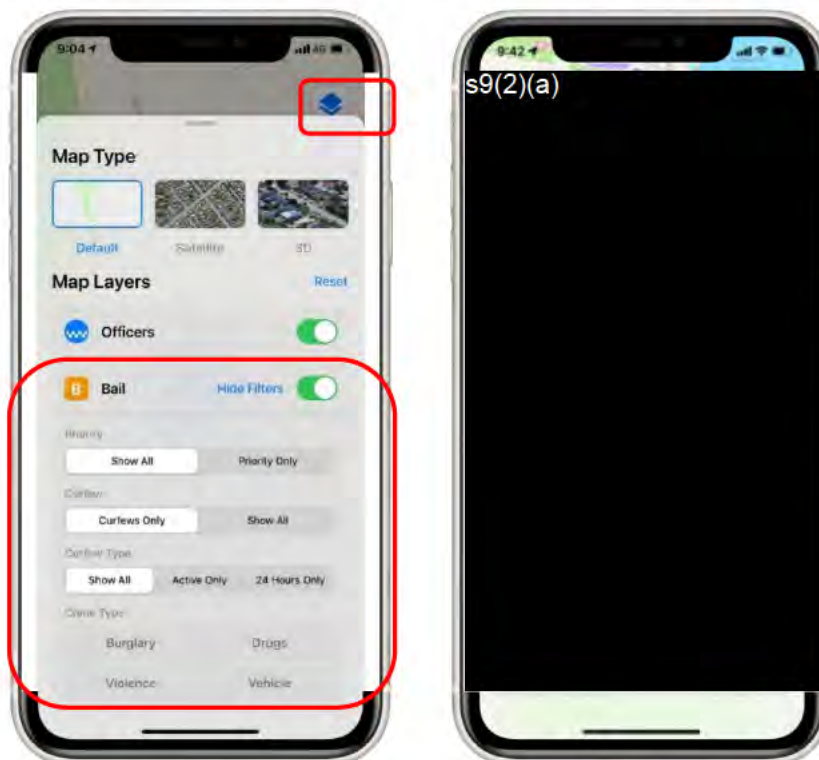
NOTE: The Bail Management Application (BMA) remains the application to verify addresses and set priority offenders.

SAM Bail

SAM Bail is a layer in SAM where you can view persons on bail as a pin location at their address.

To turn the Bail layer on:

- Tap the layer icon on the top right of the screen to open the Map Type and Map Layer view.
- Filter bail pins by curfew, crime type and priority offenders. (Priority Offenders are identified in the BMA. District staff can select the checkbox to ensure the Priority Offenders flag appears in SAM).



View Bail

- Tap on a cluster of Bail pins for a list view of the bailees.
- Pull up on the tab at the bottom of the screen to view Nearby Bail in a list view.
- Bail pins help identify when bailees were last checked:



Checked within 2 hours



Checked between 2 and 48 hours ago



Checked more than 48 hours ago



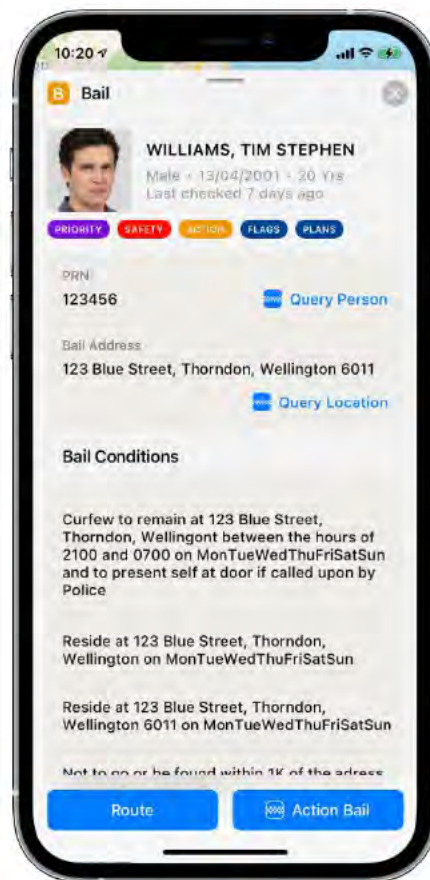
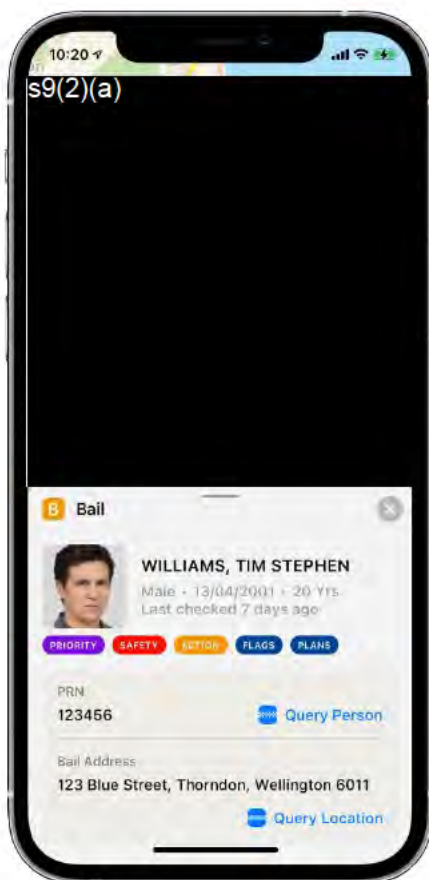
Never been checked



Breached on the last bail check

View Bail details

- Tap on a Bail pin to view the Bail Details.
- Pull up and scroll to view the Bail Summary record.
- When the curfew address isn't verified, the pin will display at the bailees NIA Primary Address. A warning to Confirm in Conditions is shown to alert the officer that the address displaying is the NIA Primary address and may be different to the bailees curfew address. The officer will also need to contact Comms via radio to create the 5K event.
- Select Query Person or Query Location to link through to OnDuty.
- Tap Route to view a route to the pin location, distance and estimated arrival time.



Person Notes and Bail Notes will display in the notes section if they exist. (These can only be edited via the desktop BMA)

Bail Check Notes will show in the Last Bail Check section, for the last bail check if notes were added.

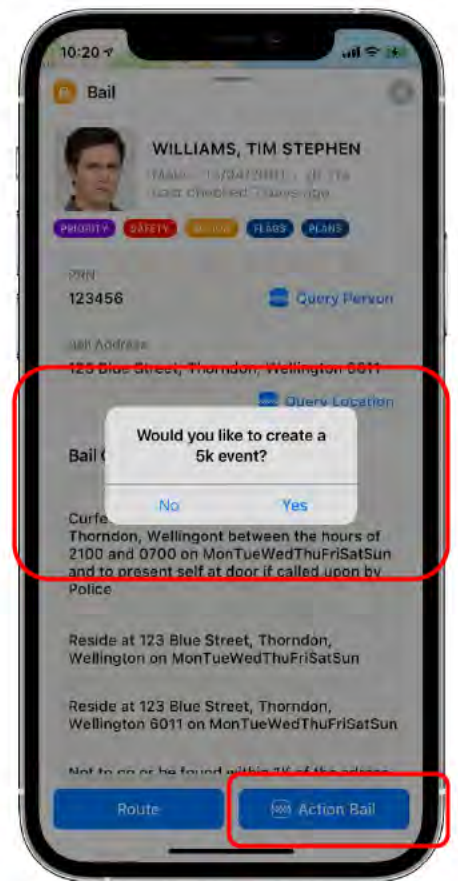
Action Bail

To complete a bail check:

- Tap Action Bail.
- You will receive a prompt to create a 5K event, or if the address is unverified, a message to contact Comms.

Create a 5K event?

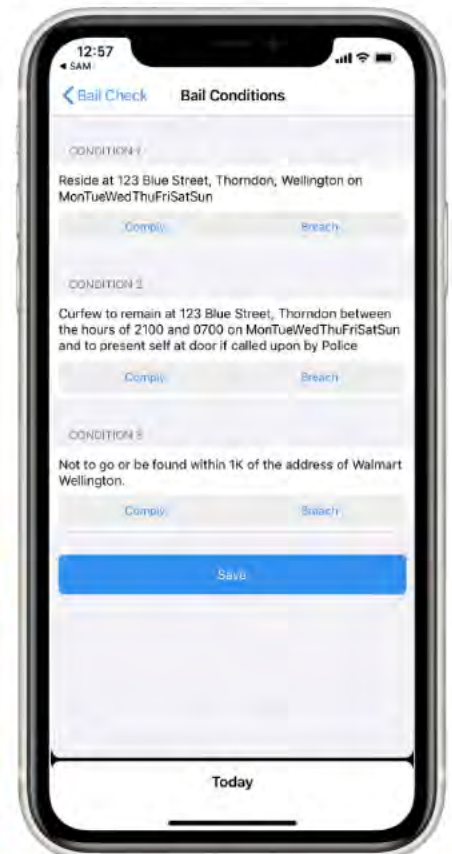
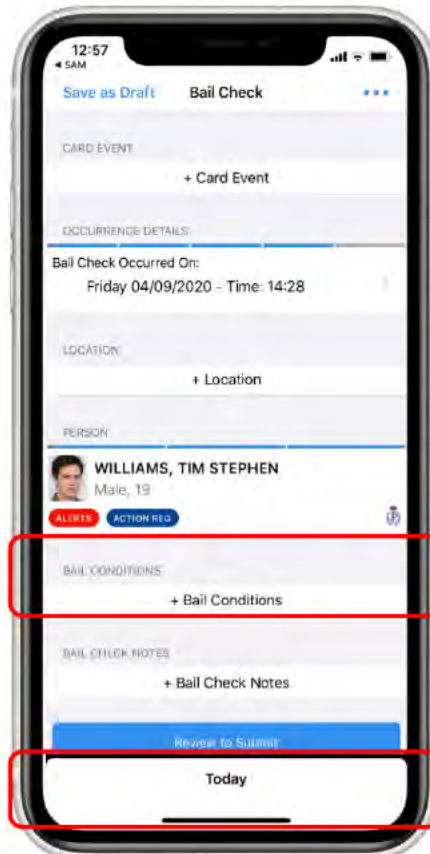
- Yes – you will be taken to the Bail Check paperwork in OnDuty and a 5K event will be triggered.
- No – you will be taken to the Bail Check paperwork in OnDuty and a 5K will NOT be triggered.
 - If you are not logged into OnDuty, you will be taken to the OnDuty login screen.
 - If you already have a Bail Check paperwork open, you will receive a Link Already Active message. You will need to close the OnDuty Bail paperwork before the link will open.



OnDuty Bail – linking from SAM

When linking to OnDuty from SAM, your current OnDuty session will be pushed to the bottom of the screen as a tab. The new Bail check form in OnDuty is automatically filled with details from SAM.

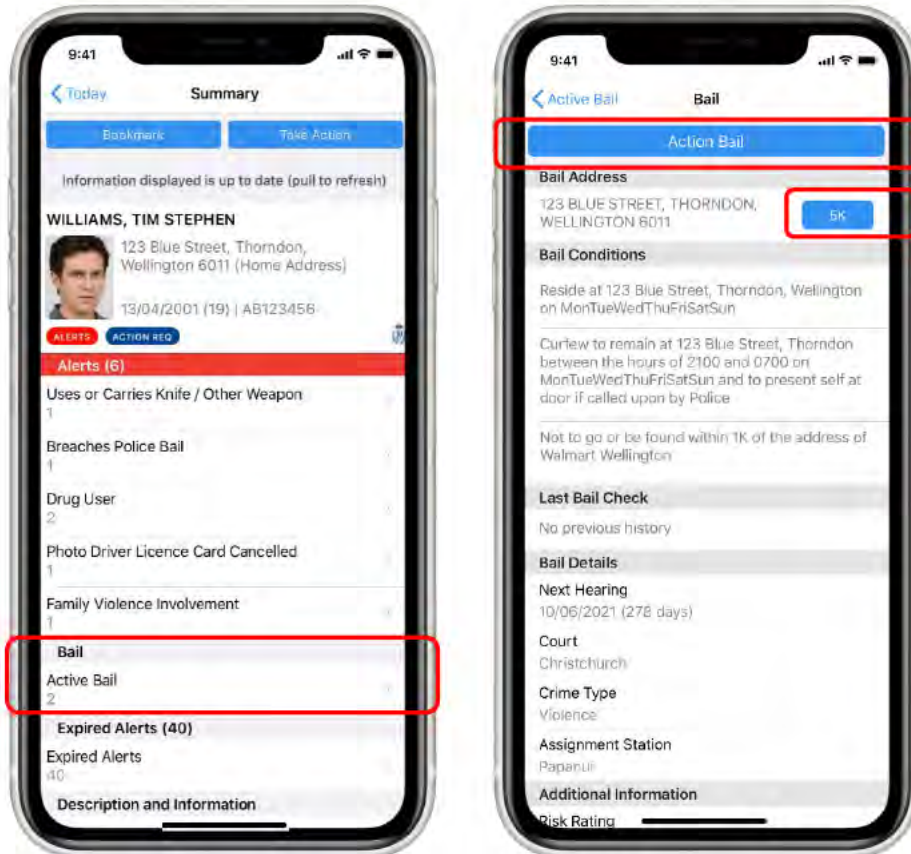
- The Bail Records can take a few seconds to appear in the person summary.
- Tap on + Bail Conditions to enter the bail check result.
- Tap on +Action taken to enter the action taken, create 6D and an alert if required.
 - If Breach and 6D is selected, then the record goes to NIA and the BMA.
 - If Breach and 6D is not selected, then the record goes only to the BMA.
- The 5K will be automatically cleared when the Bail Check paperwork is successfully submitted, or if the Bail Check paperwork is deleted.



OnDuty Bail

Bail checks can also be completed directly in OnDuty.

- Active Bail records appear just below Alerts.
- They can take a few seconds to appear in the person summary.
- Tap on the Active Bail Record to view the bail summary.
- Tap 5K to inform Comms (this option will only appear if there are curfew conditions)
- Tap Action Bail to open the bail paperwork form and complete as required.



Warrant to Arrest (WTA)

- Key features of the WTA layer in SAM
- Key features of Update WTA in OnDuty



The Warrant to Arrest (WTA) layer in SAM provides a map view of persons with a WTA, giving officers further situational awareness of 'what's around them'. Officers can tap Action 2W to link to OnDuty and update the WTA.

SAM WTA does not replace the current process of being tasked a WTA, rather it is an alternate method to increase awareness and take action as appropriate.

SAM - Key features of WTA

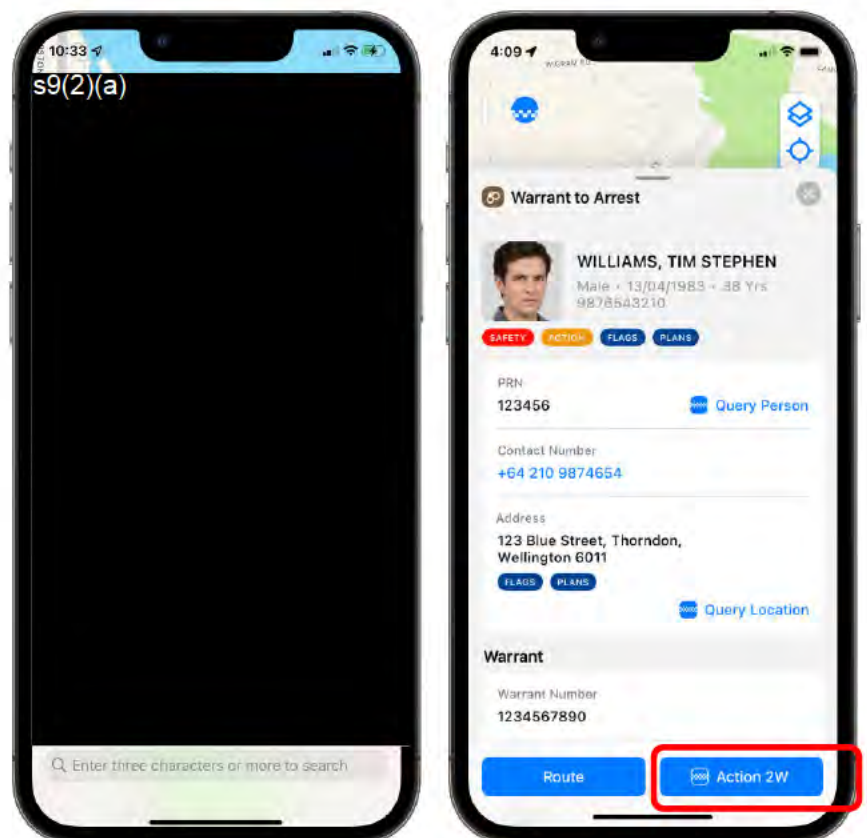
- WTA pins are represented by a brown-coloured icon with white handcuffs.
- The WTA layer is off by default. To view, tap the layers icon and toggle the WTA map layer on.
- Tap **Action 2W** to go to OnDuty and update the WTA or address.
- A 2W CARD event can be created when you Action 2W.
- NOTE: The WTA layer is NOT displayed in SAM web.

WTA shows on SAM when:

The WTA pins show at the person's NIA address when:

- The WTA was issued within the last 6 months.
- The WTA alert is active.
- There is a valid address type for the NIA person, (No Fixed Abode, foreign address or Unknown is not shown).

NOTE: The WTA record is sourced from the Ministry of Justice's Courts Management System (CMS)



WTA details

To view the WTA details in SAM, tap the WTA pin, or select from the Nearby List view.

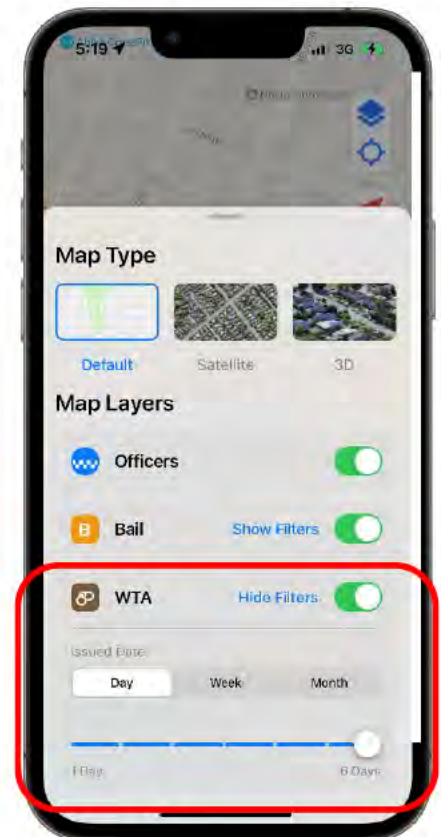
- Swipe up on the drawer to view more information, such as:
 - WTA Number
 - Comments
 - Offences
 - Scanned WTA attachment
- Use the Query Person and Query Location links to open OnDuty to view more information.



Filters

To reduce the number of WTA's shown on SAM, or to find a recent WTA, you can filter by the WTA Issued Date in:

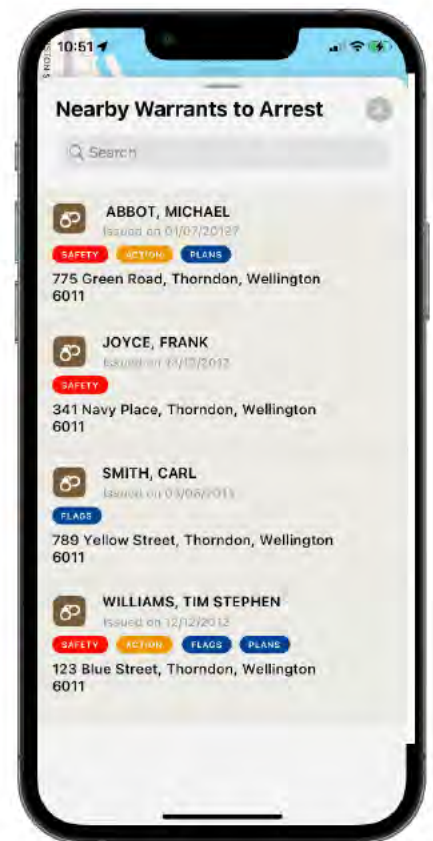
- Days: from 1 to 6 days
- Weeks: from 1 to 6 weeks
- Months: from 1 to max. 6 months



Search

To find a specific entry, you can search for a WTA from the Nearby Warrants to Arrest list by:

- Name
- PRN
- Address



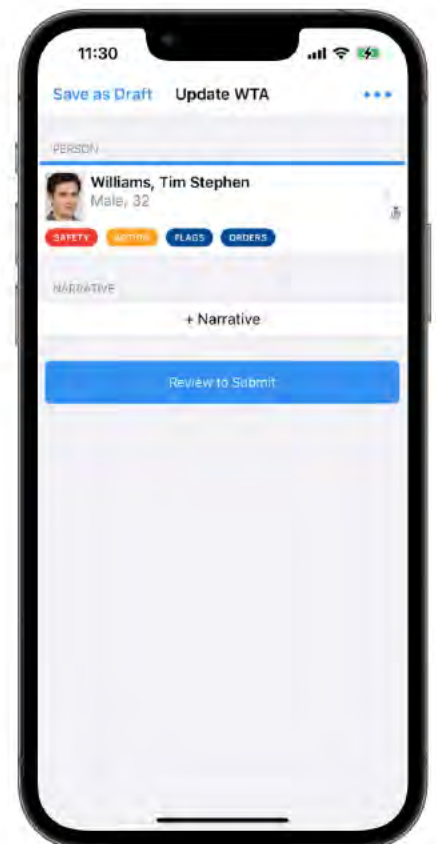
OnDuty – Key features of Update WTA

When you Tap **Action 2W** in SAM, the OnDuty Update WTA screen will open. Complete the Update WTA form to:

- Update the 2W narrative.
- Update the Offenders address or change the address to Unknown.

NOTE: Update WTA is currently only available when deep-linking from SAM, not via Take Action in OnDuty. It is not available in OnDuty Education.

OnDuty does not replace the current process where the WTA has been actioned and the offender has been arrested.





Responding to COVID-19 via OnDuty

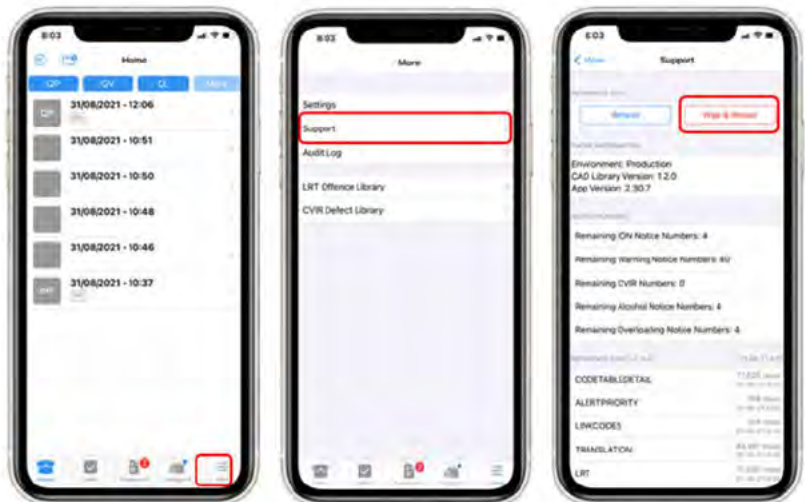


- How to create a COVID-19 Infringement Notice in OnDuty
- How to create a COVID-19 Written Warning in OnDuty INF paperwork
- Reminder – you can also create a COVID Noting, or issue a warning in an Offence Report

Our priority is to continue to engage, educate and encourage to achieve voluntary compliance, as we have done throughout the pandemic. Enforcement action should only be taken against serious or persistent offenders.

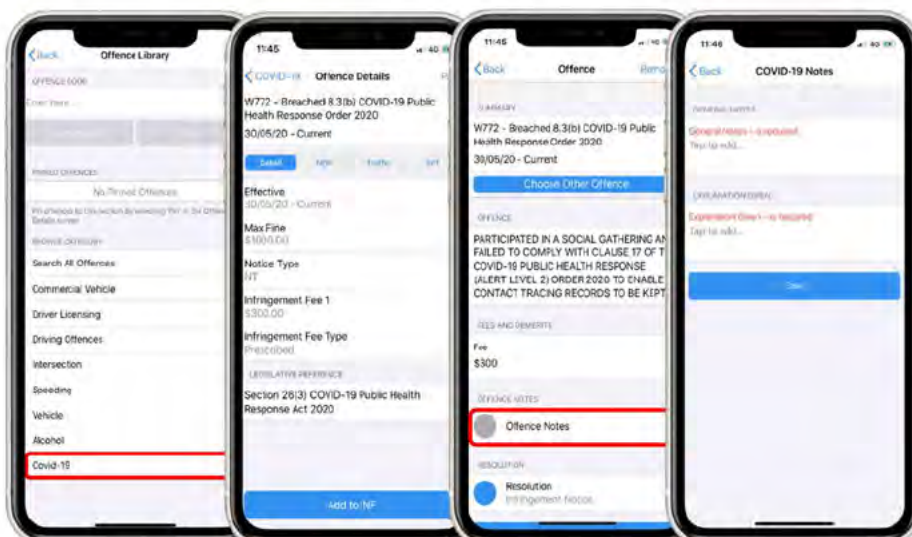
Using the correct offence codes

- Make sure you use the correct COVID Alert Level offence code for your district in your INF
- New infringement offence codes are added to OnDuty to reflect the changing COVID levels.
- If the updated codes do not appear go to the Home page > tap on the 'More' button > tap 'Support' > tap 'Wipe and Reload'



To complete a COVID-19 Infringement Notice in OnDuty

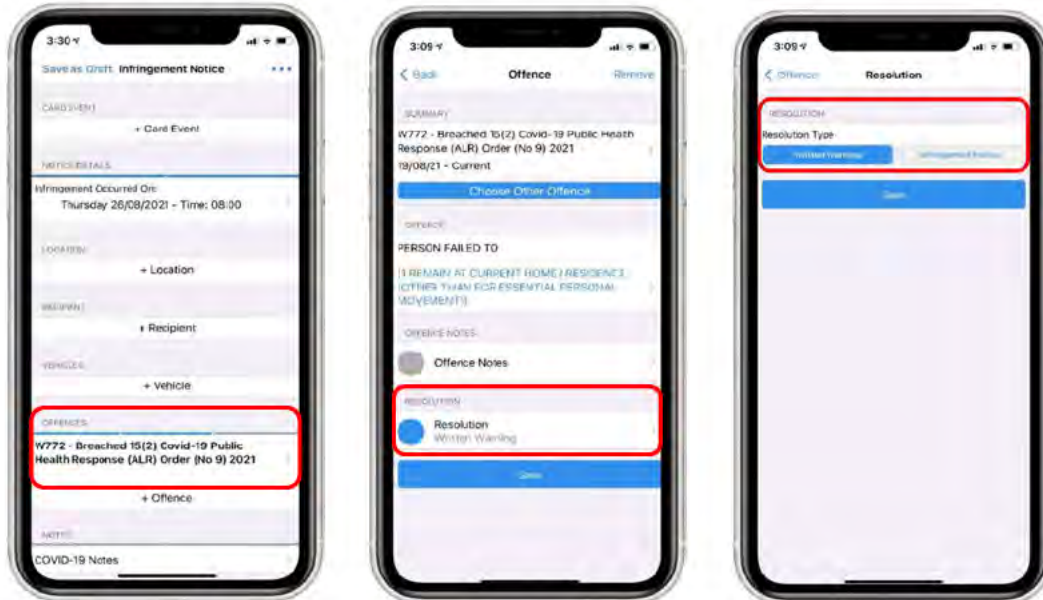
- Tap Take Action, and select Infringement Notice Form (INF)
- Complete: Date, Time, Location, Recipient, vehicle if relevant
- Tap +Offence and select category COVID-19 or search for COVID-19 offences and select the appropriate PREC code.
- Tap Add to INF
- Complete the Offence details including Offence Notes
- NZ Post will print the COVID-19 Infringement Notice, the officer copy is stored in SMART Reports.



To complete a COVID-19 Written Warning in OnDuty

Once you have selected the appropriate COVID offence:

- Tap on Resolution and select Written Warning
- Complete the Offence details including Offence Notes
- NZ Post will print the COVID-19 Infringement Notice, the officer copy is sent to NIA.
- You can issue one COVID-19 offence per notice



Important

- For guidelines on when you can issue a COVID-19 Infringement Notice and Written Warning refer to the TenOne Operation Coronavirus page
- You can issue one COVID-19 offence per notice
- The COVID-19 Infringement notice will be available in NIA
- Create a Warrantless Search in OnDuty if you have exercised the warrantless search powers under the COVID-19 Public Health Response Act 2020

COVID-19 Noting

- You can create a Noting in OnDuty with noting type COVID-19 breach
- Refer to CheckPoint for guidance on use of this option

Offence Report - Warning

- You can create a COVID-19 warning using an Offence Report in OnDuty
- Search for and select a COVID-19 offence and add to the Offence Report
- Refer to CheckPoint for guidance on use of this option

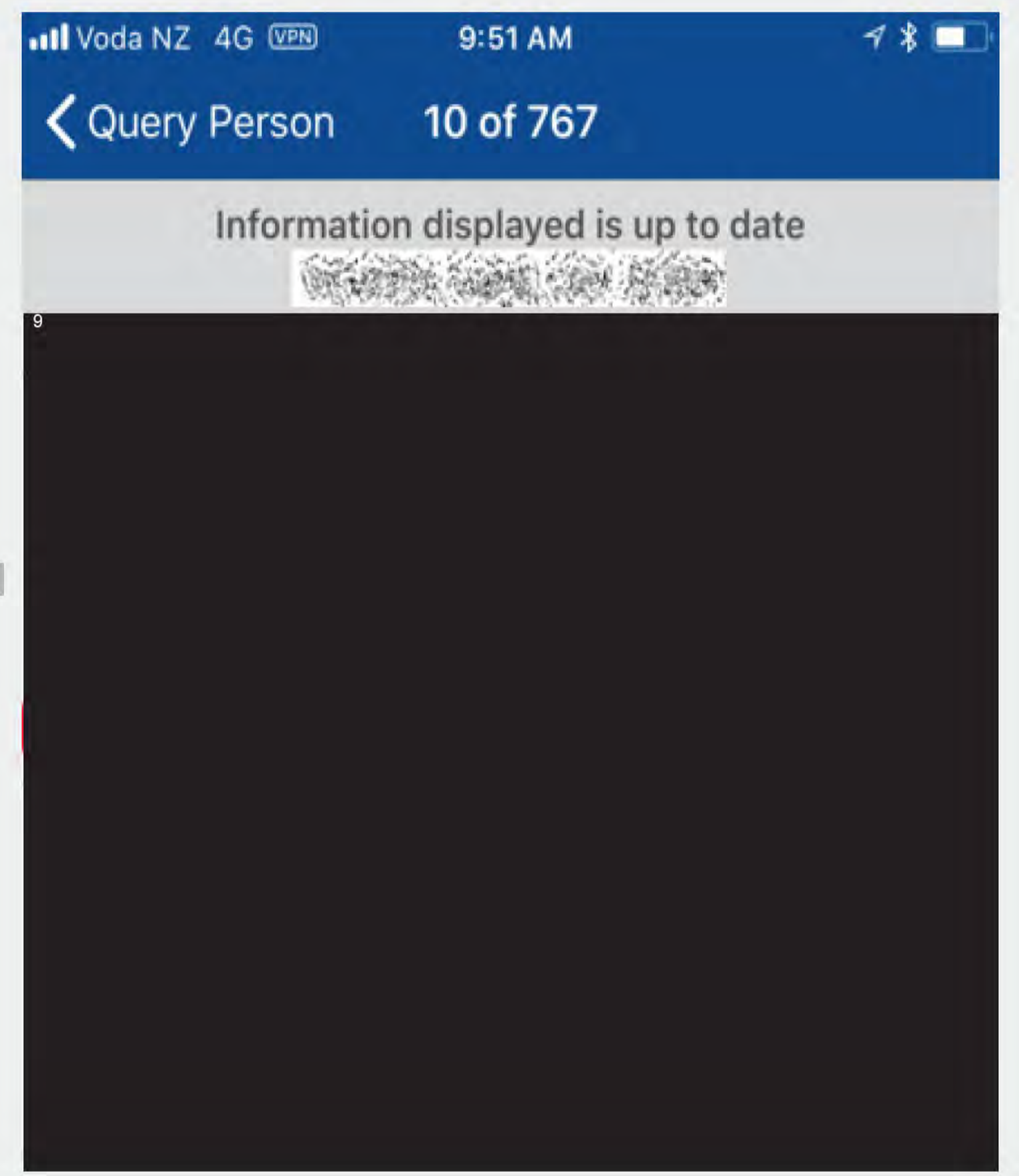
DLICNO photos on OnDuty

Access to driver licence photos now available on OnDuty



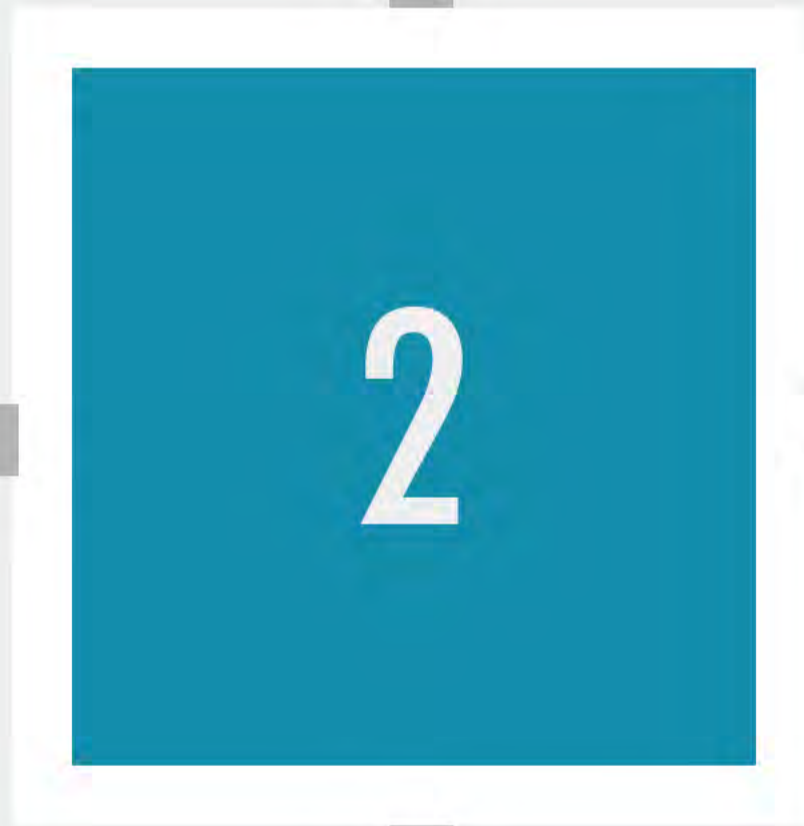
Your QP Results Screen will now...

- a a ZTA e
a a a e
- e e e e e
e ZTA)



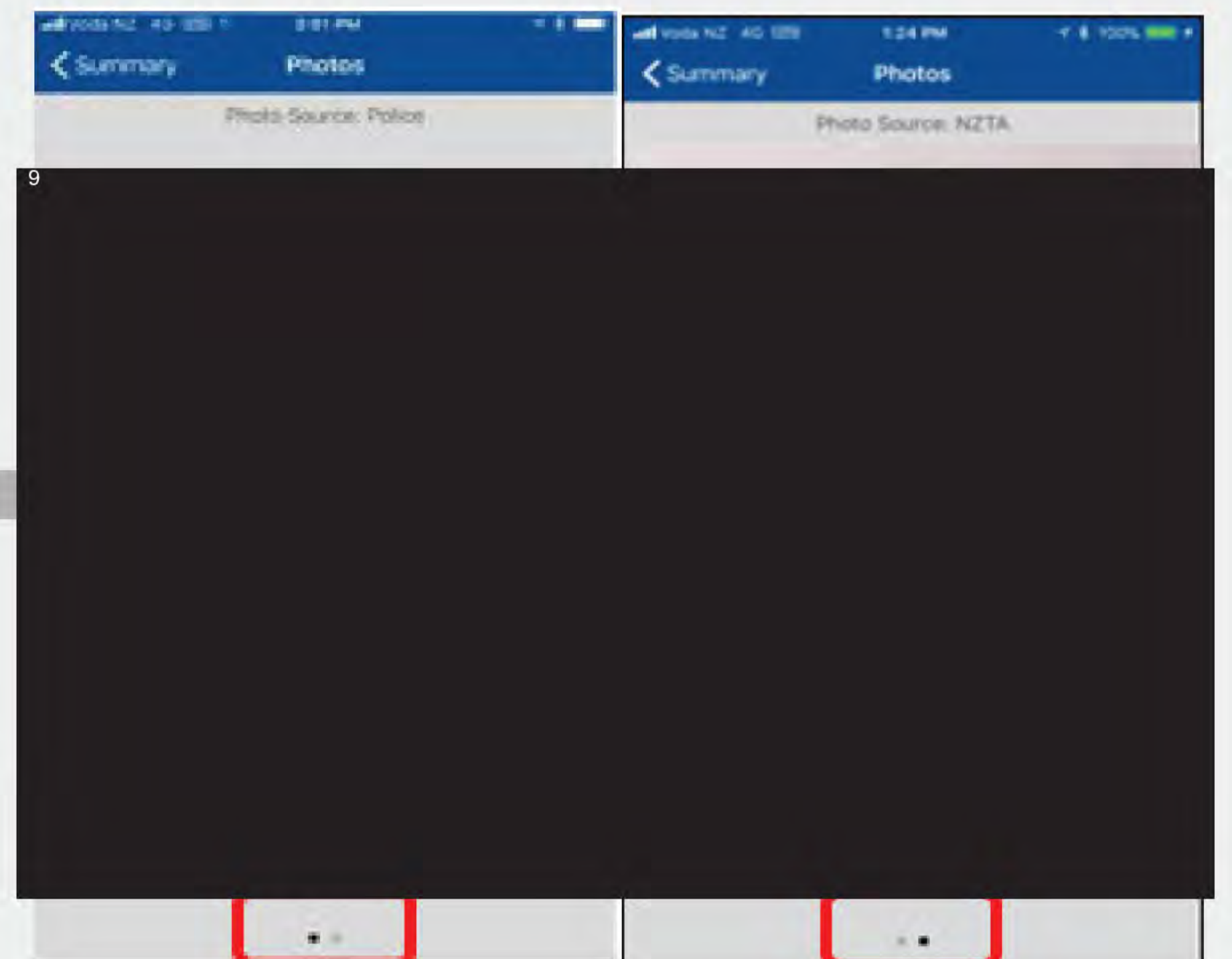
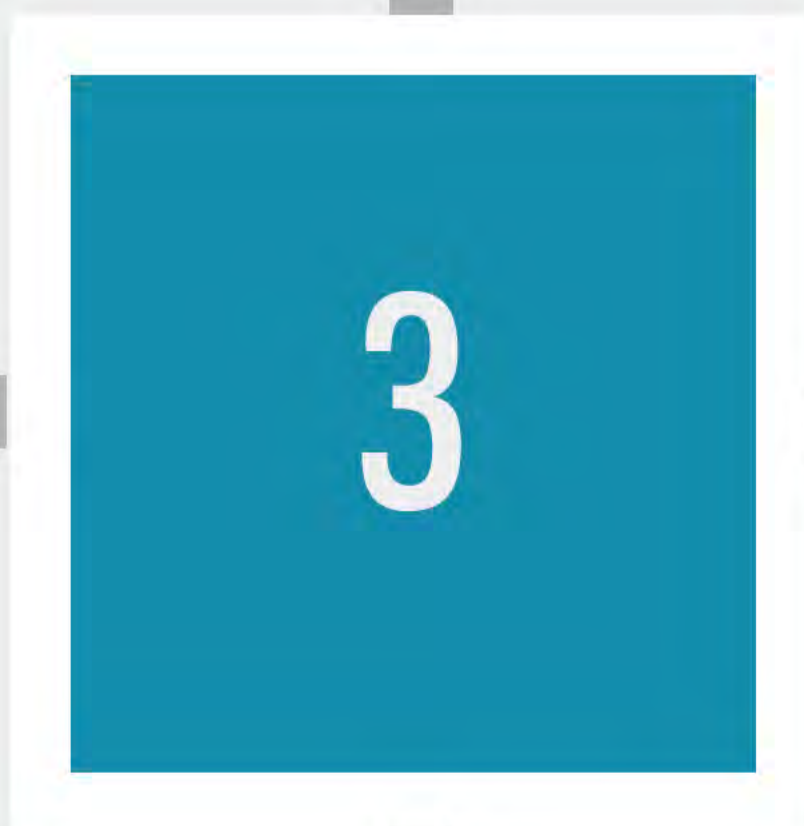
Your Summary Screen will now...

- a a e x e a e
e e a a ZTA
a a a e
- T
- a a a a e
e e e a a a e
- ZTA a a e e e a



You can now...

- k e a e e e
- a e e e ZTA



REMEMBER!! ..

- e e a e a e e
a e e e e

Immigration info now in OnDuty

g d
g P d

d d d d g d

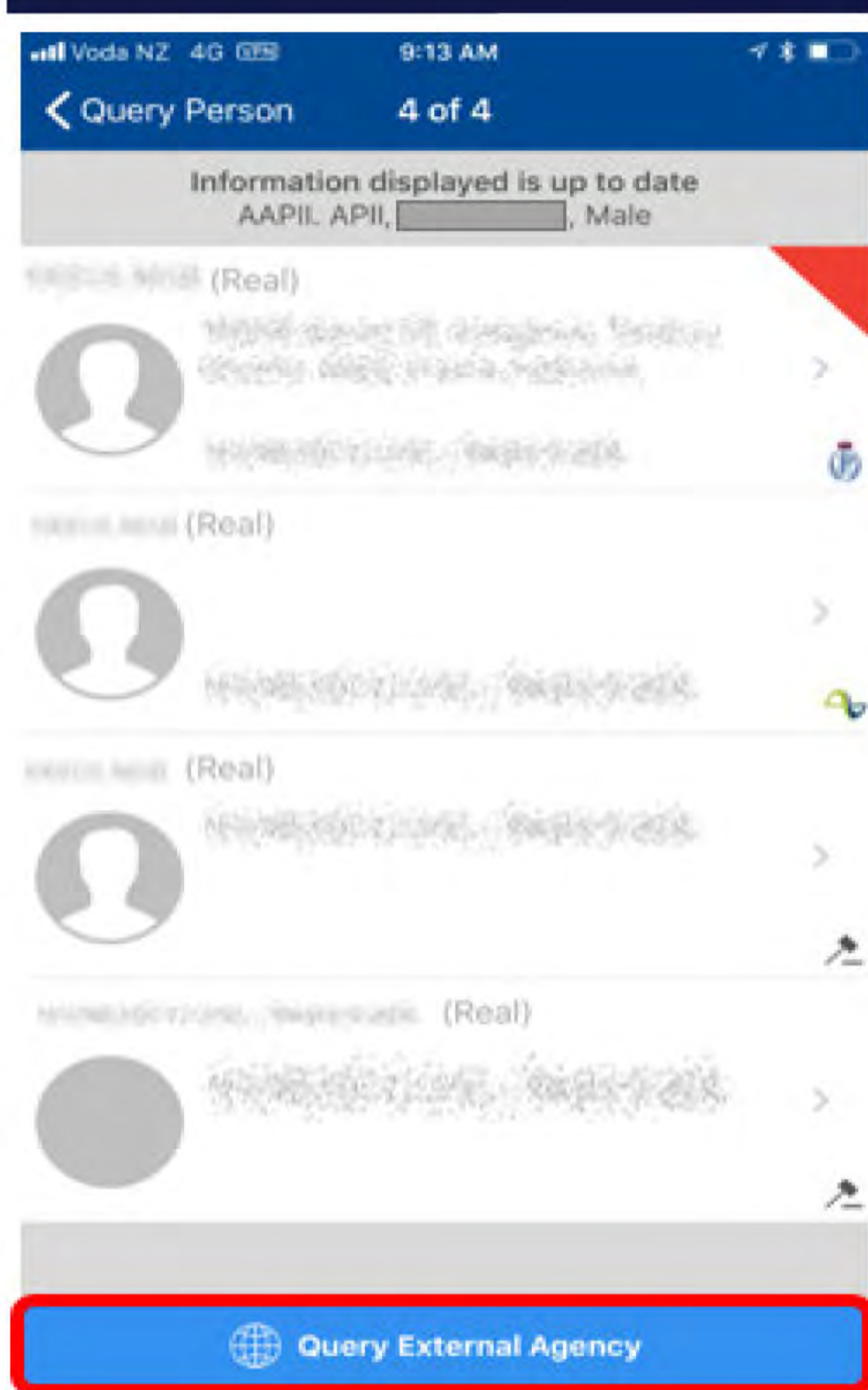
Police can only query and access INZ information for law enforcement purposes and that person -

1

Accessing information

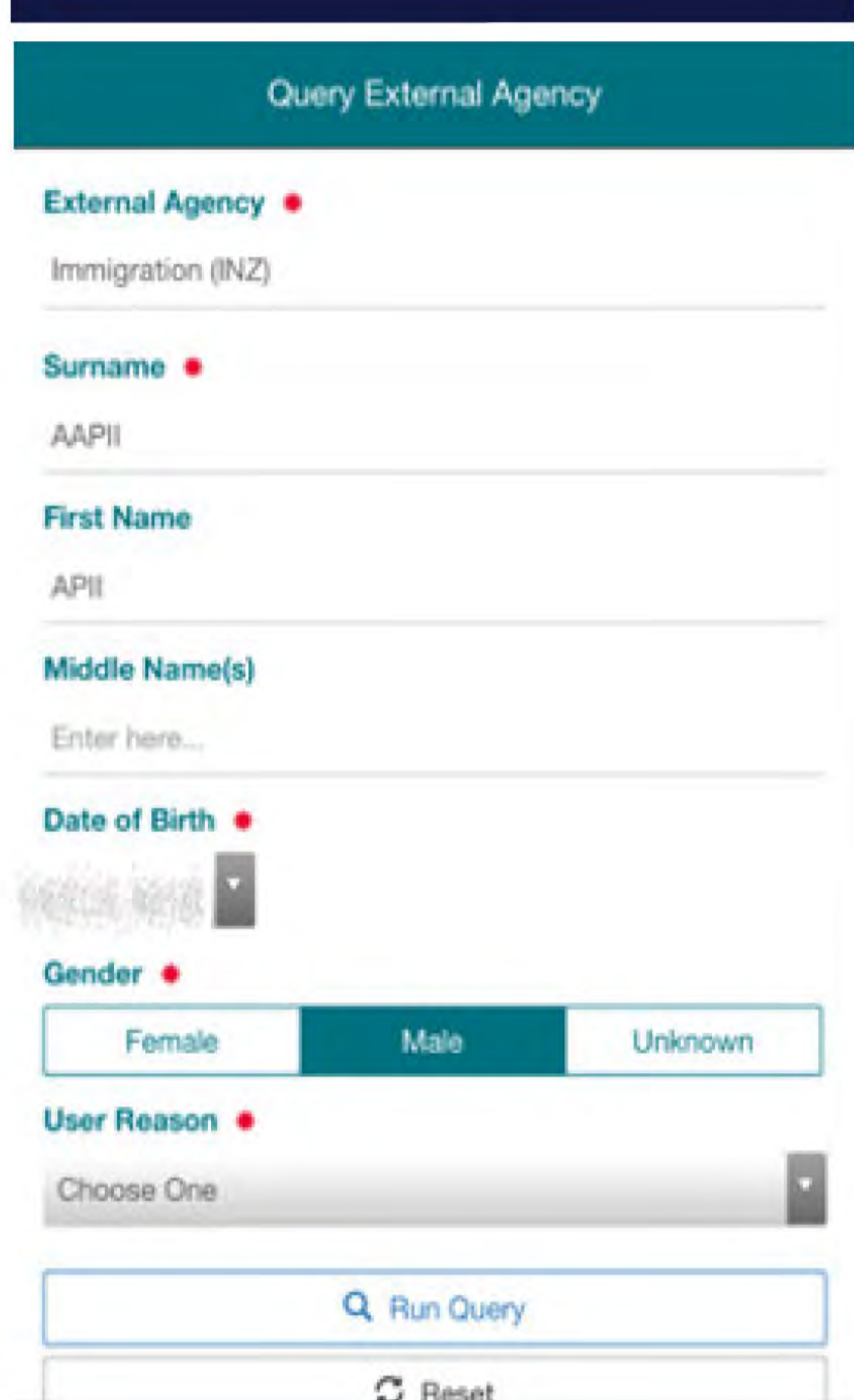
- is liable to detention arrest or summons or
- has breached (or attempted) any sentence conviction or order or
- is a suspect or offender for an offence and verification sought of their identity

QP Screen



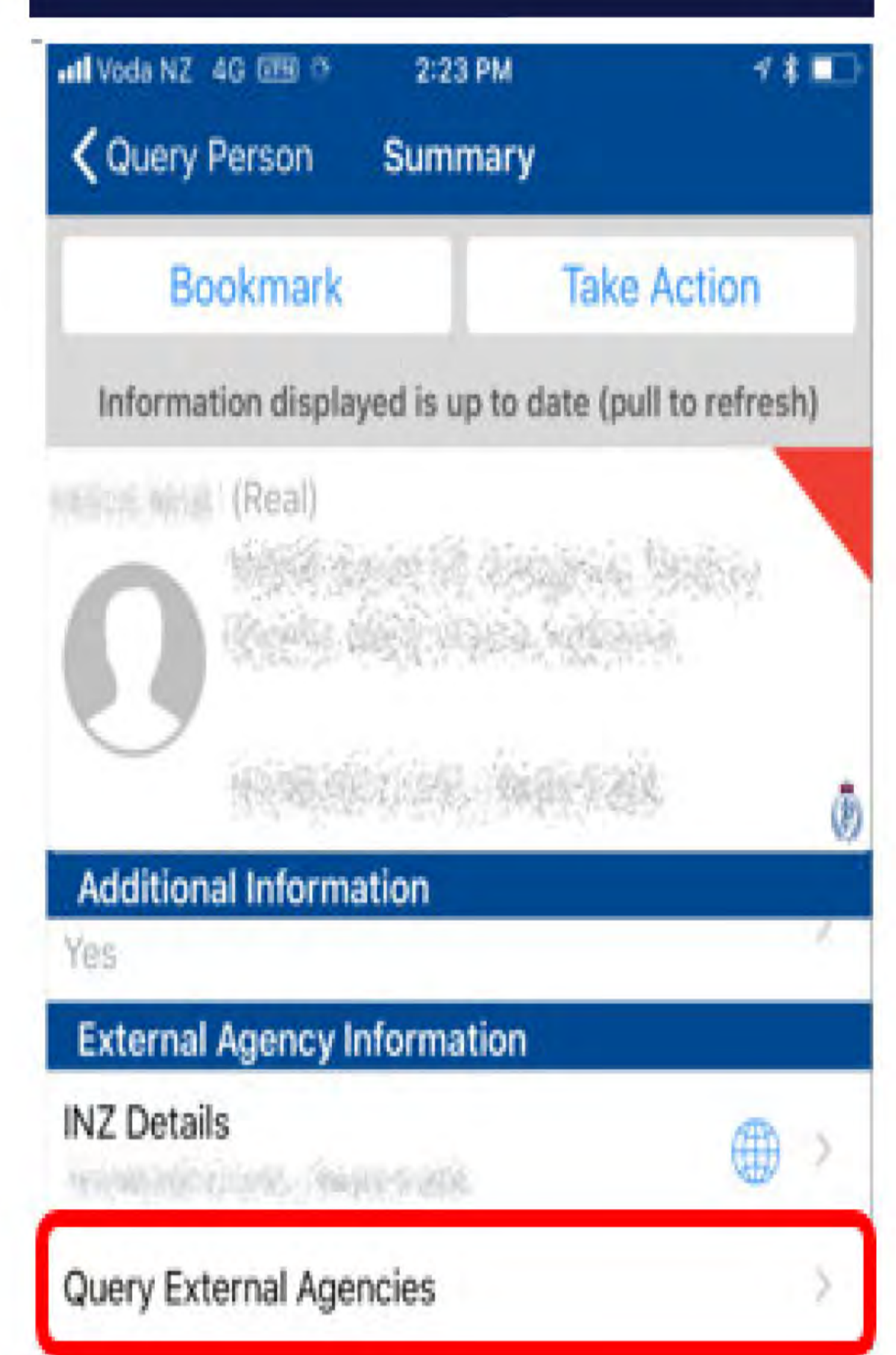
After entering a QP search you can now Query NZ

External Query



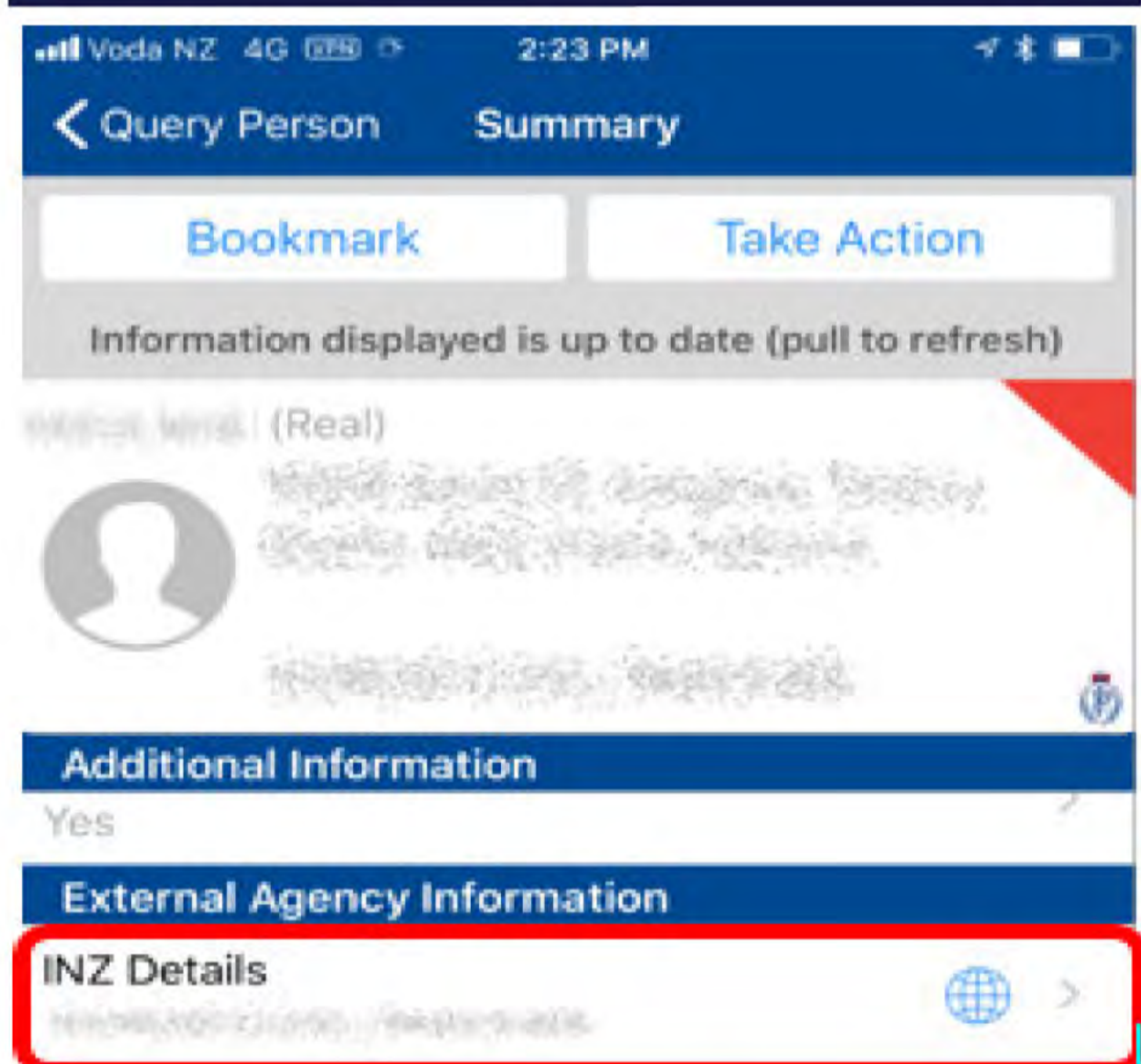
The app will transfer your search query to INZ

Summary Screen



OR select External Agency information > Query External Agencies

Linked Identities



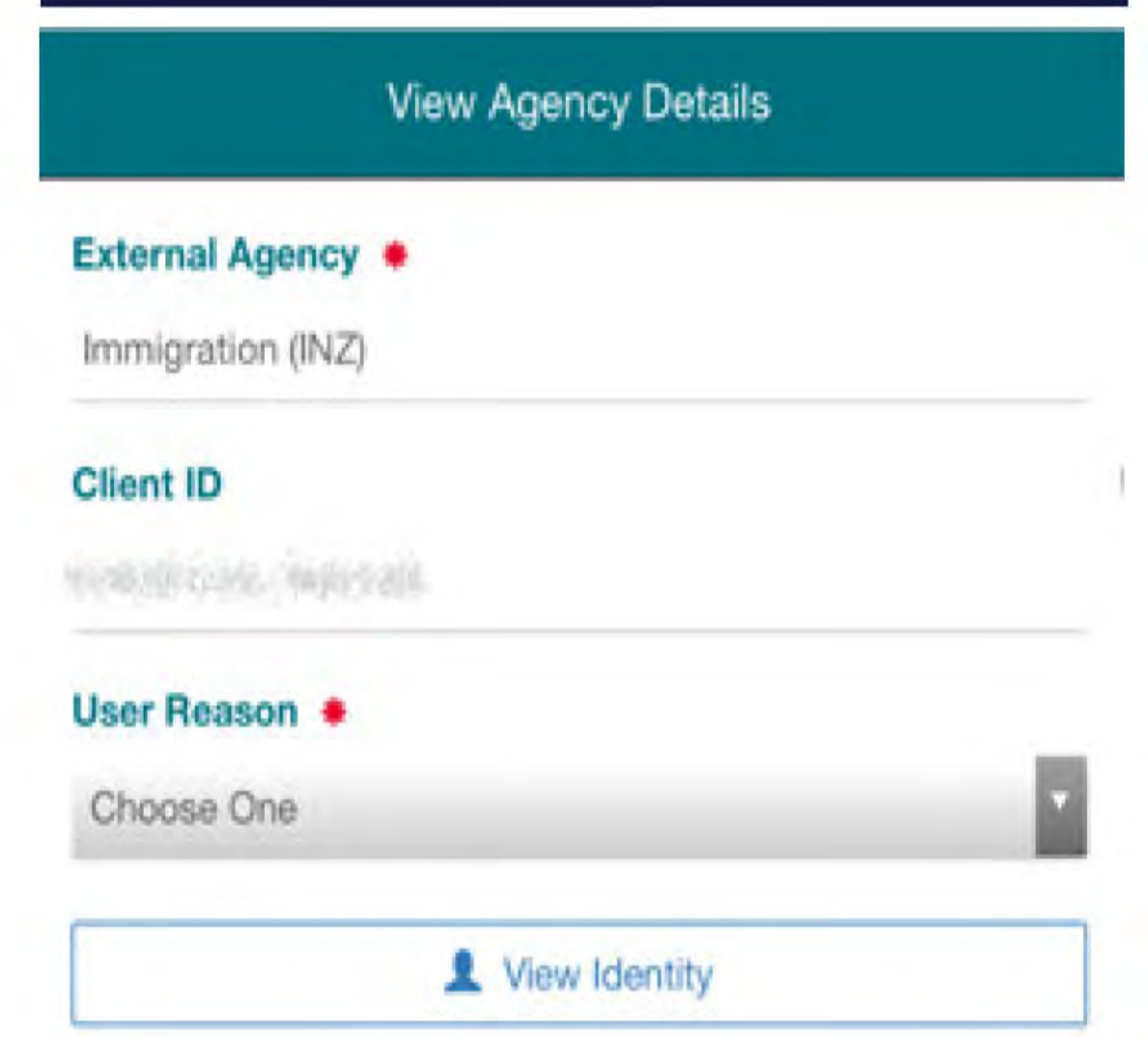
Existing queries that have been linked via a NIA will show in this section

The Globe



The Globe signifies you are leaving OnDuty to access a different website (e.g. INZ)

View INZ results



You will be taken to View NZ Details



2

Multiple names

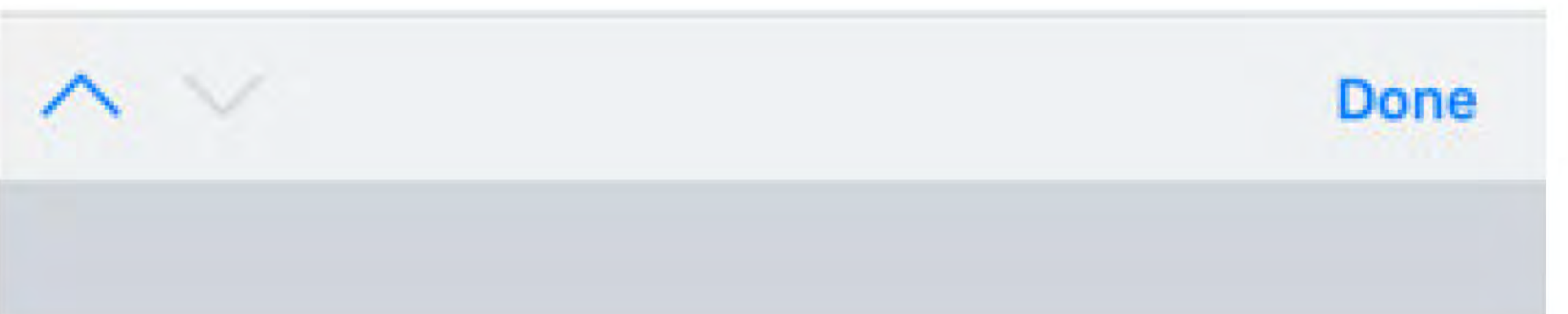
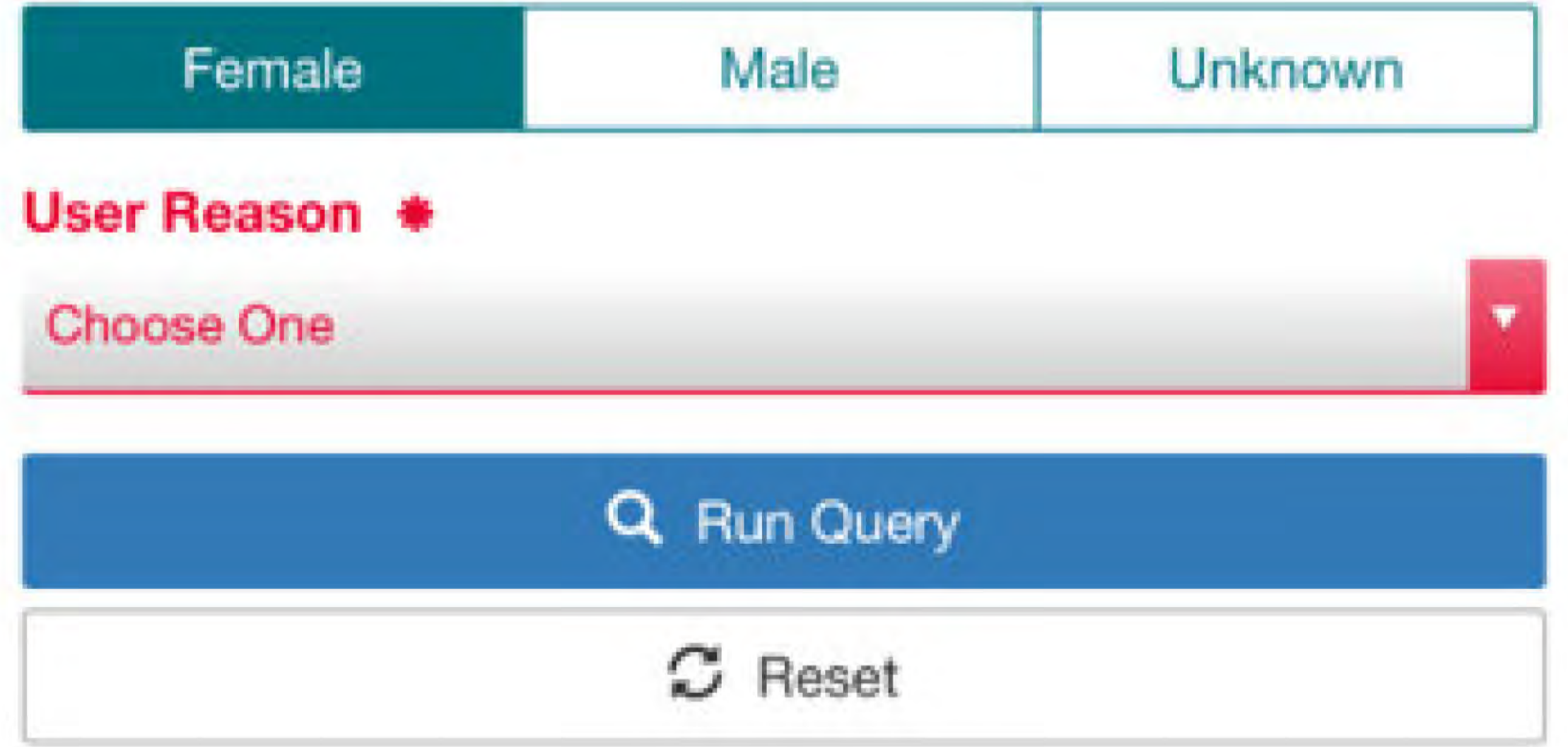
d

d

3

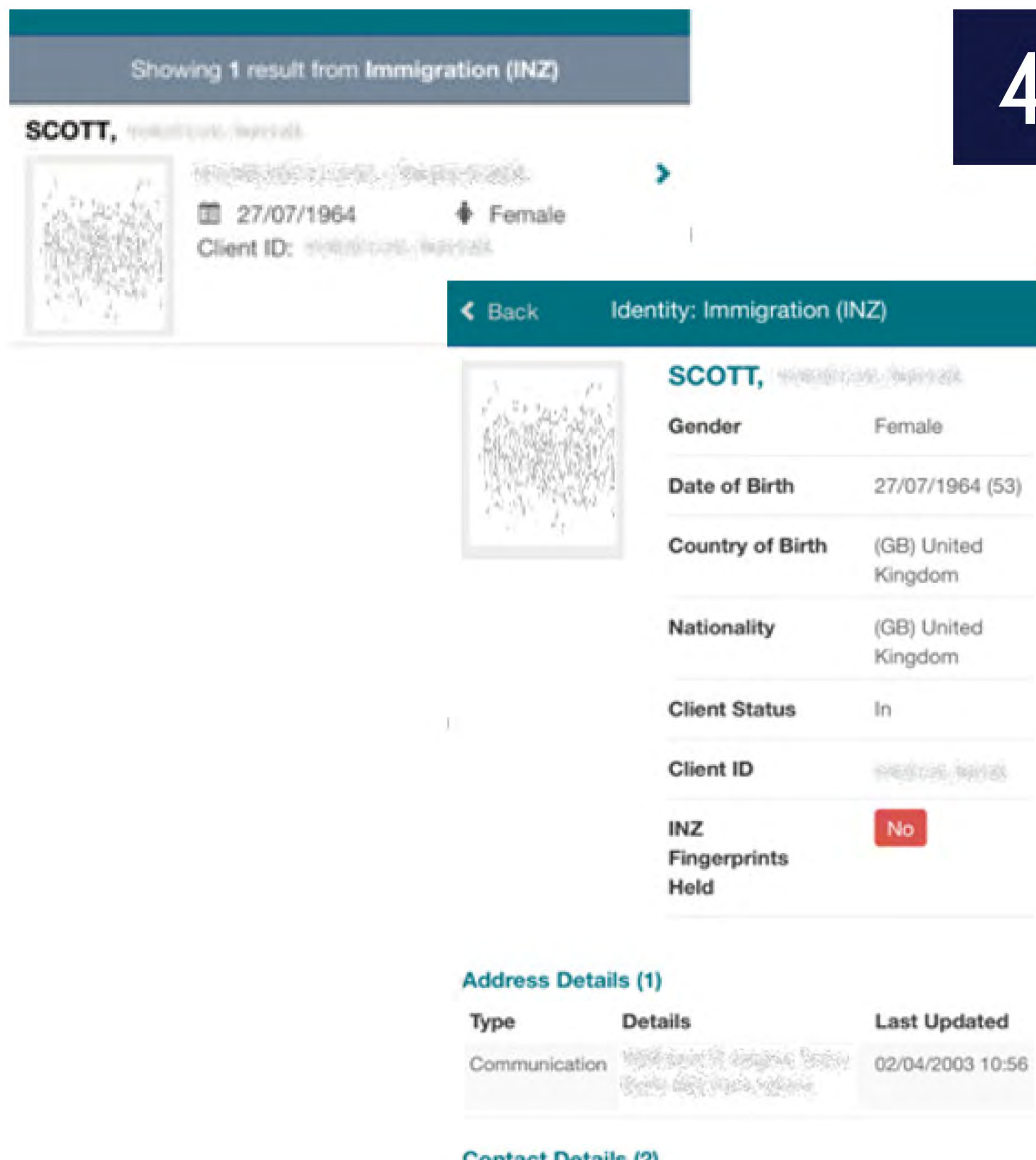
Reason for search

You will have to select a reason for every search you complete



4

Run Query



d

S

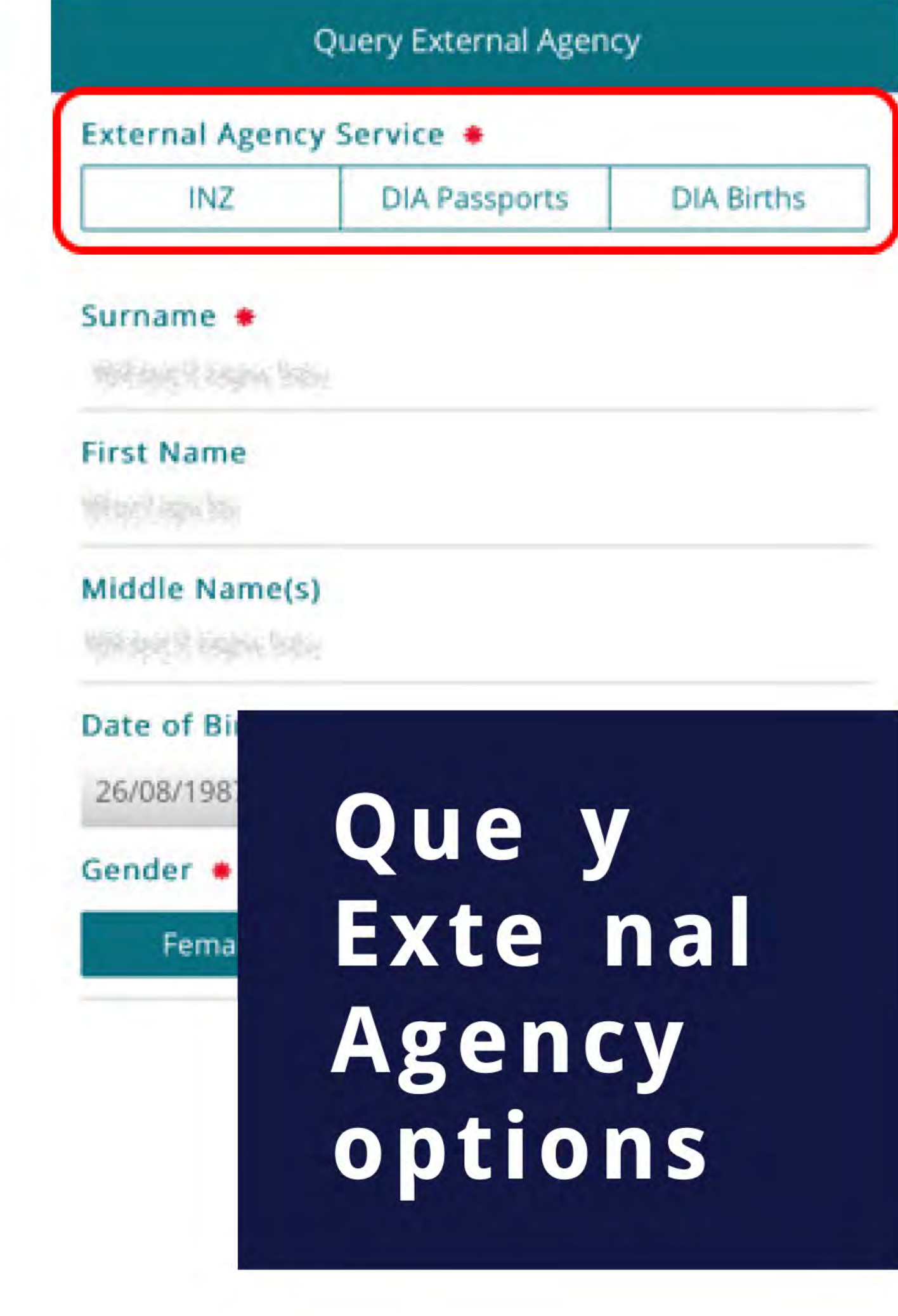
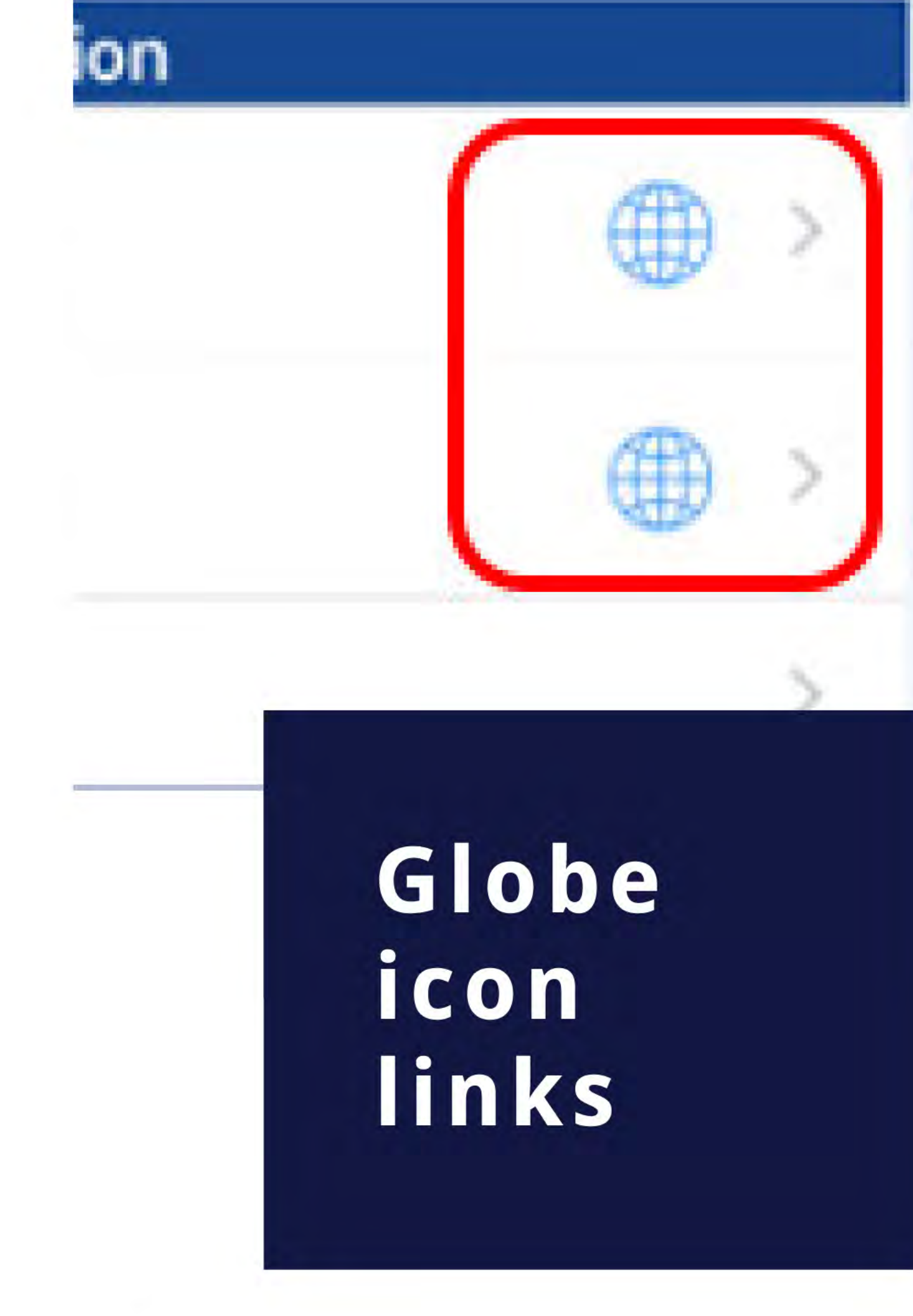
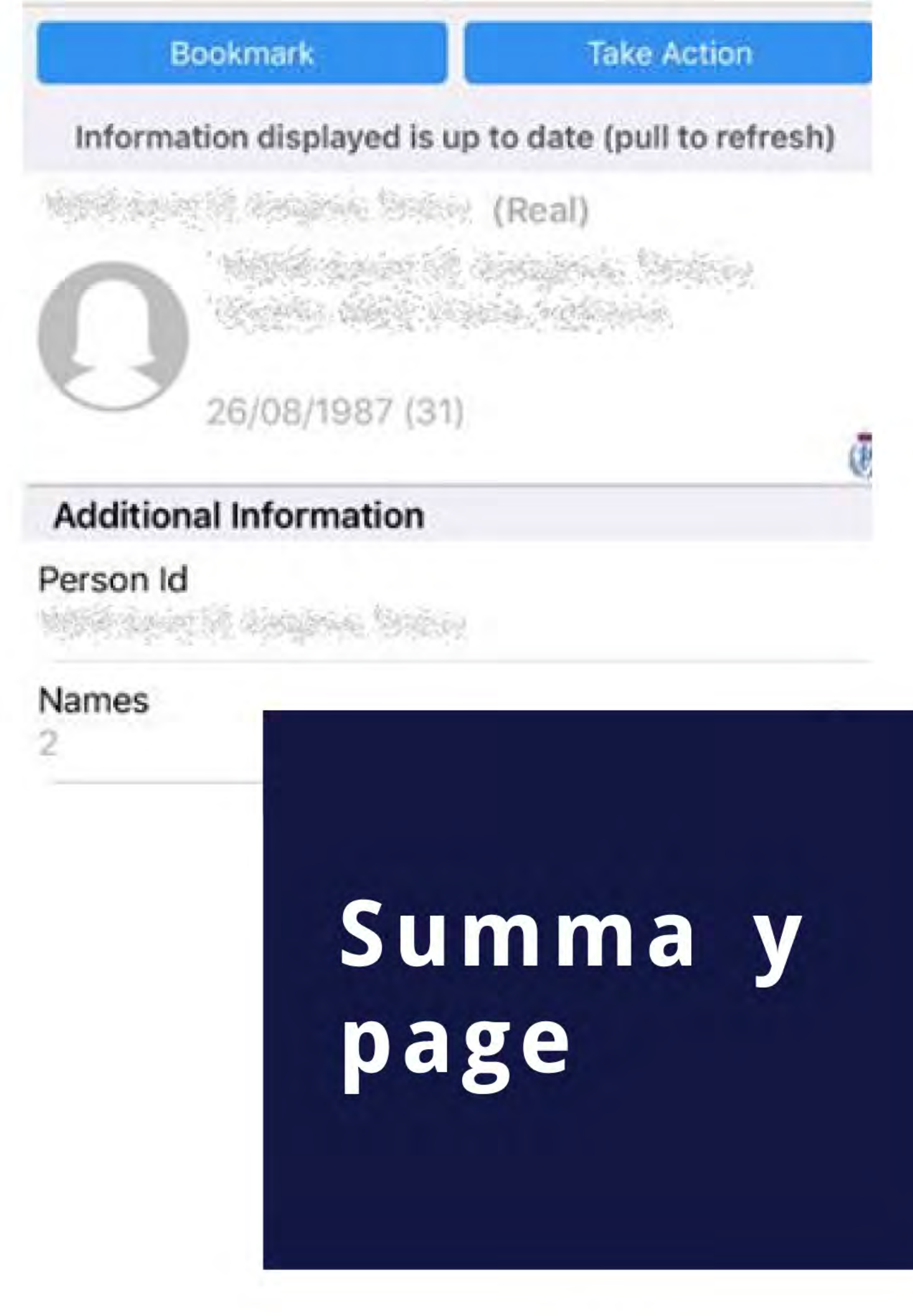
g d d g d g

Passports and Birth details now in OnDuty

1 Restrictions

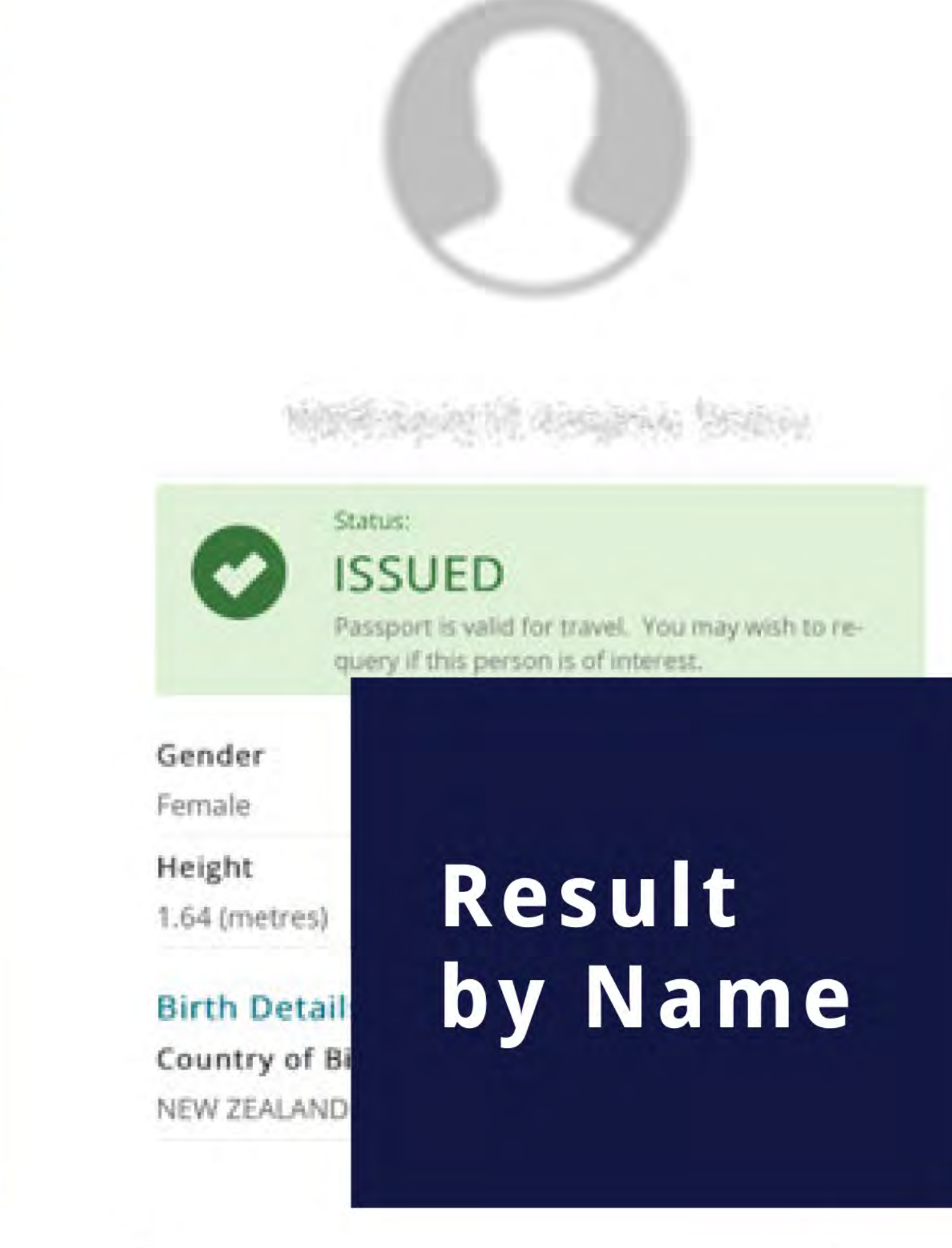
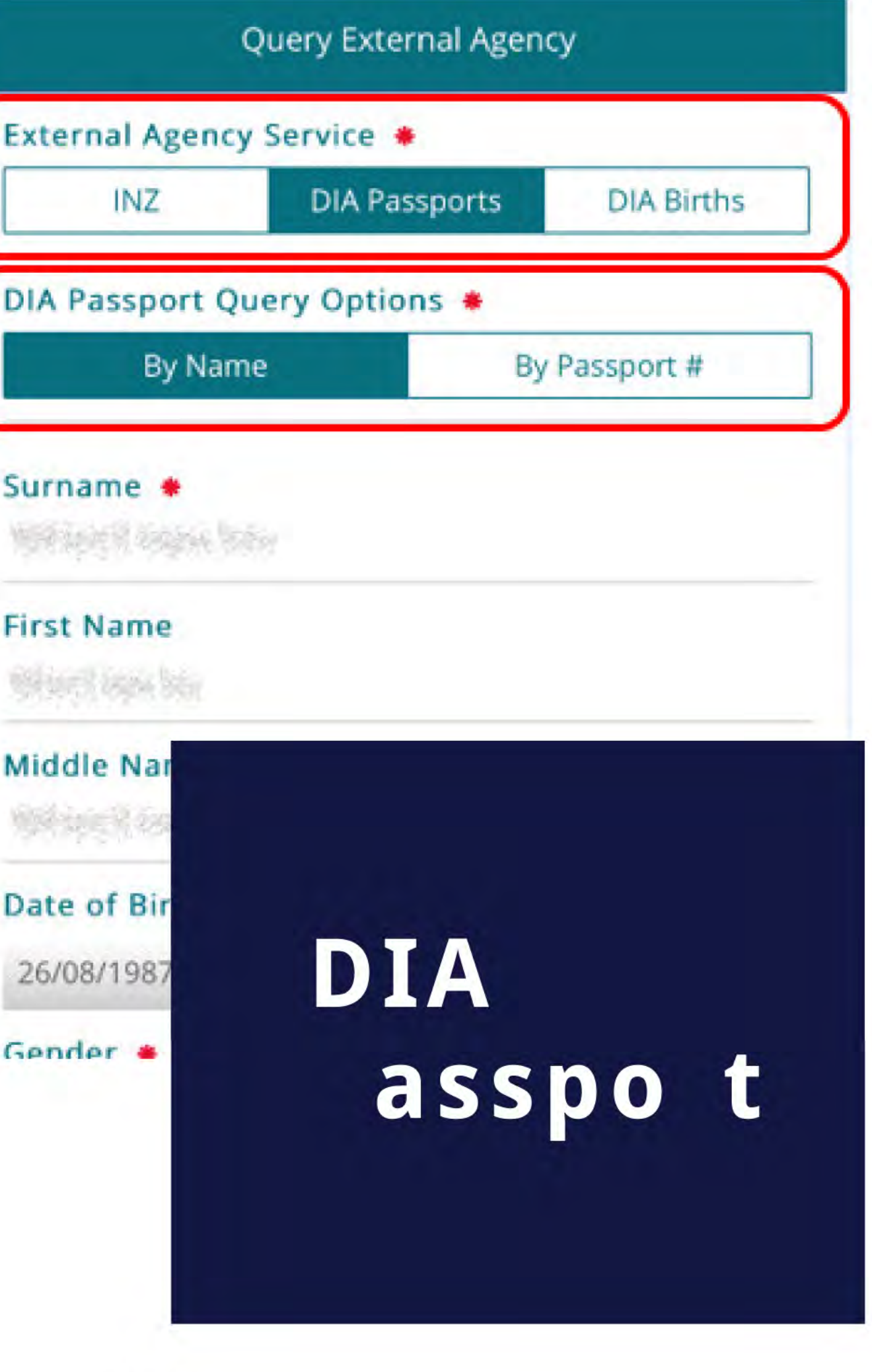
Y u d d u
D d
R g G B D d g

2 Query options



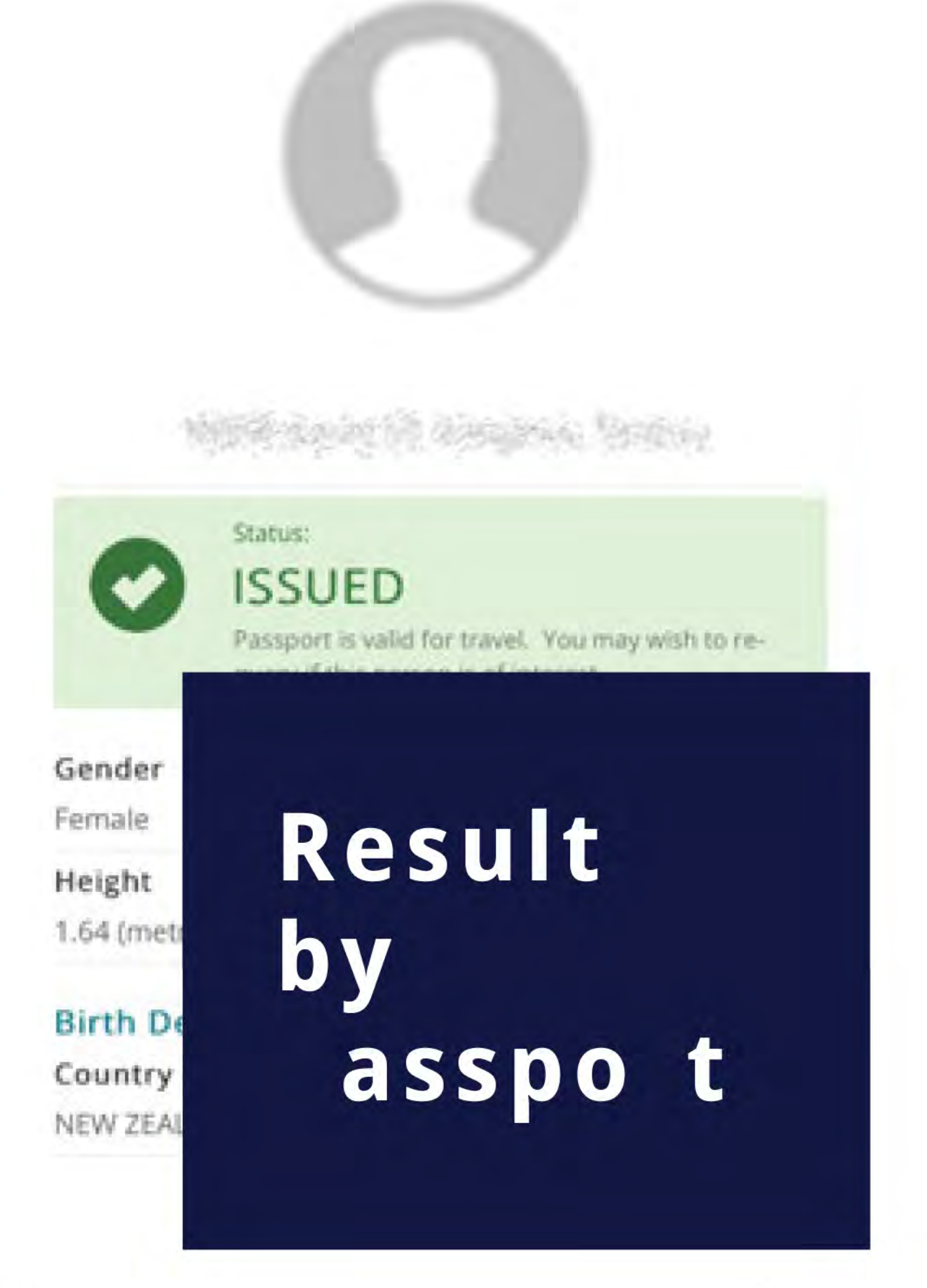
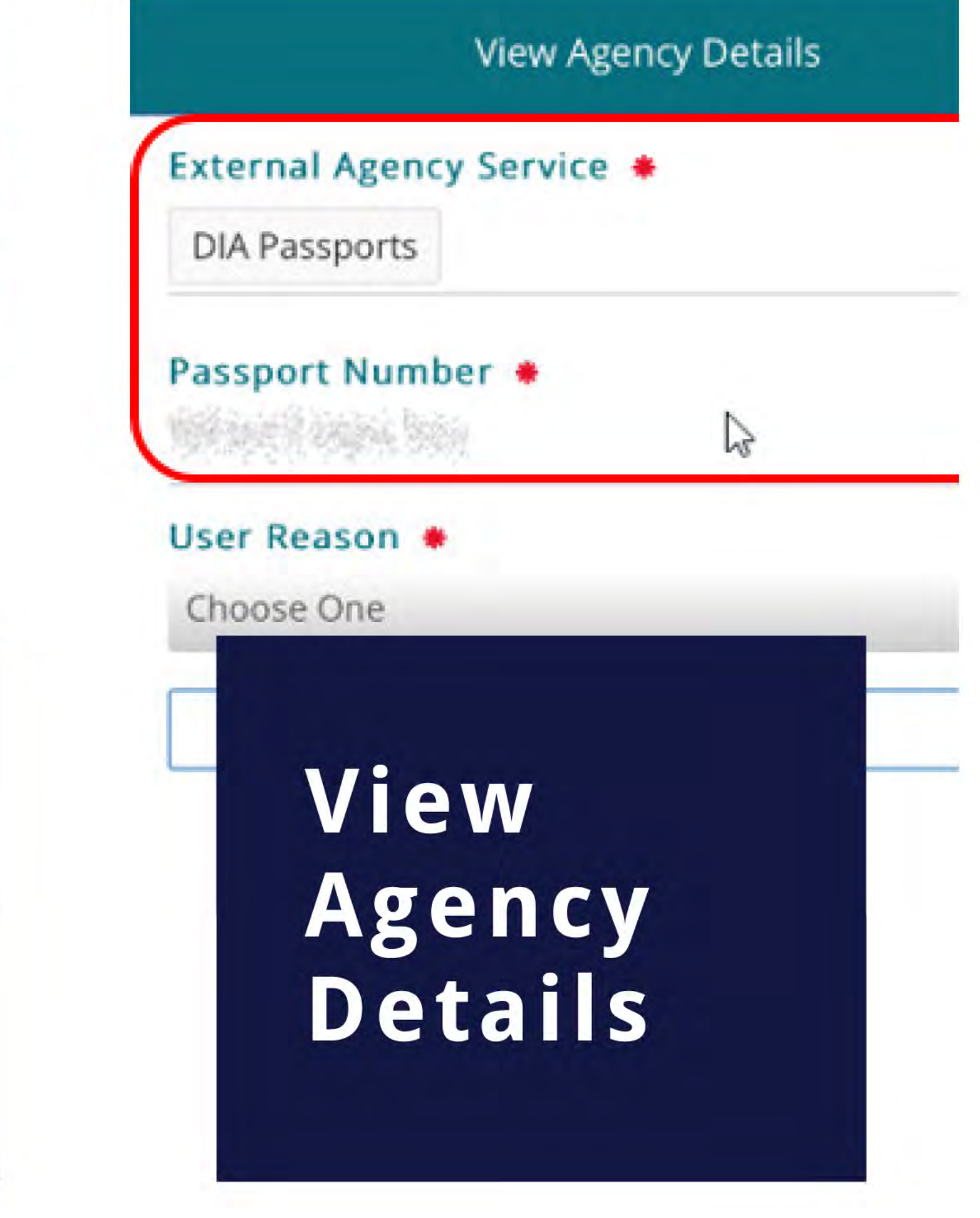
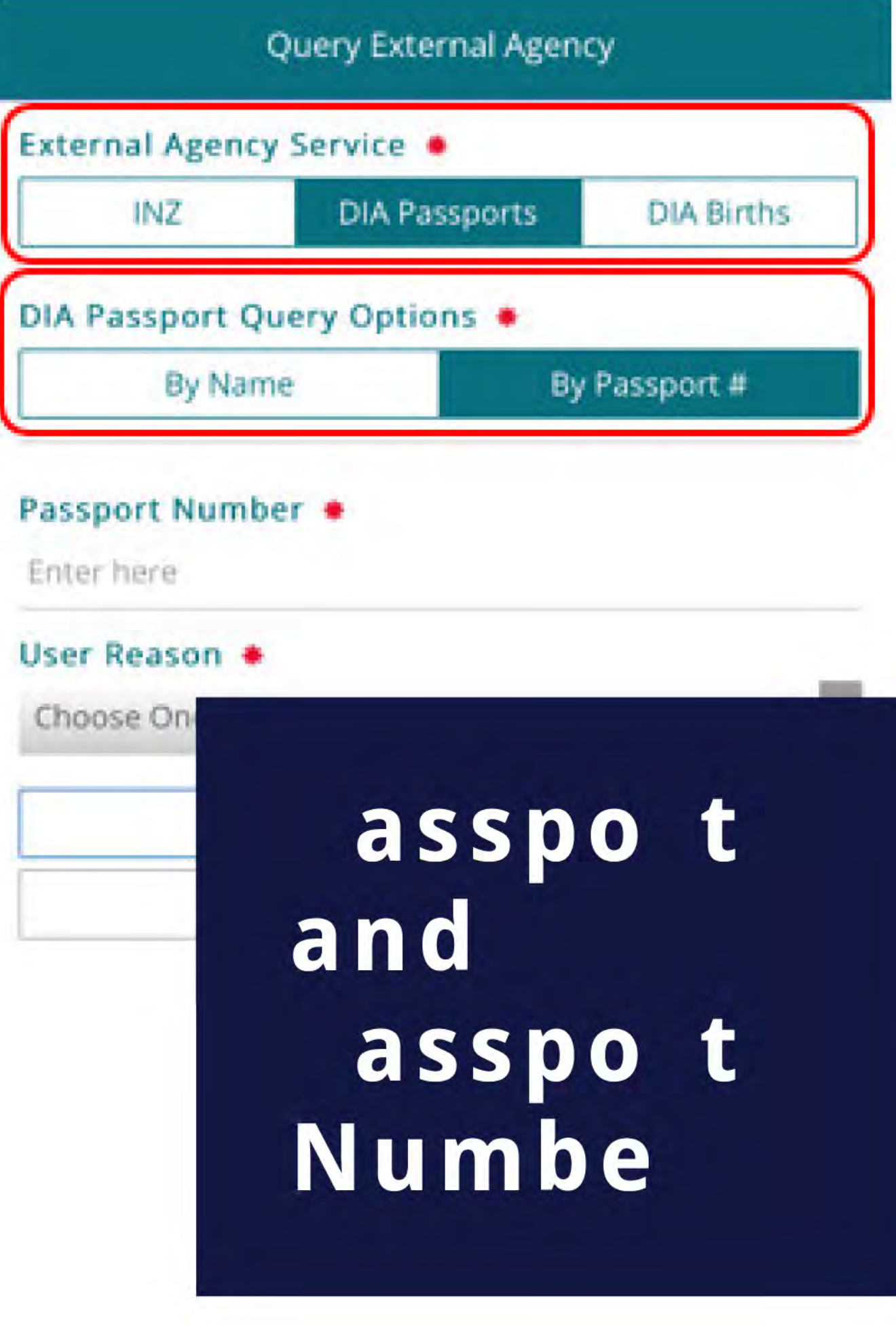
3 DIA Passports By Name

D g d d g d



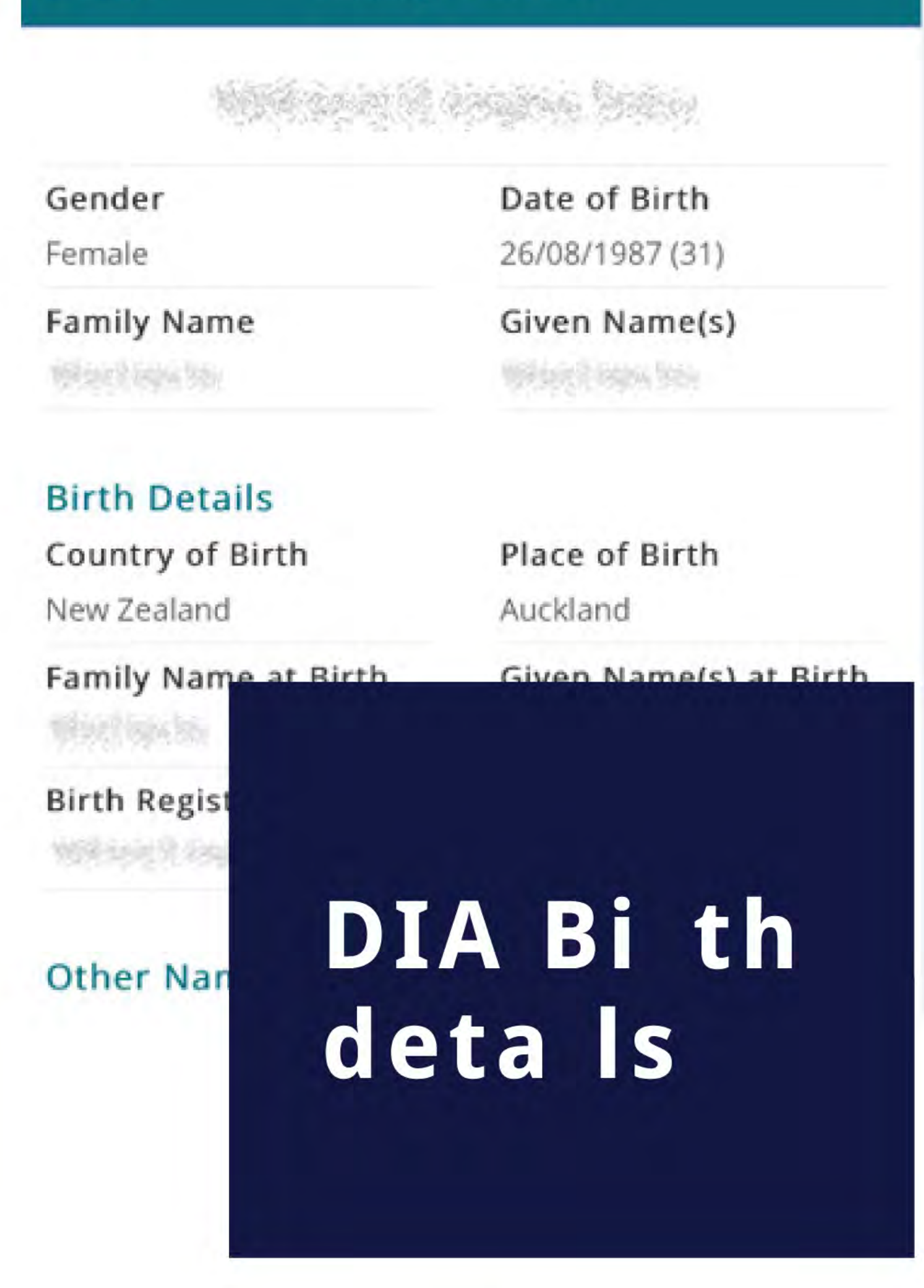
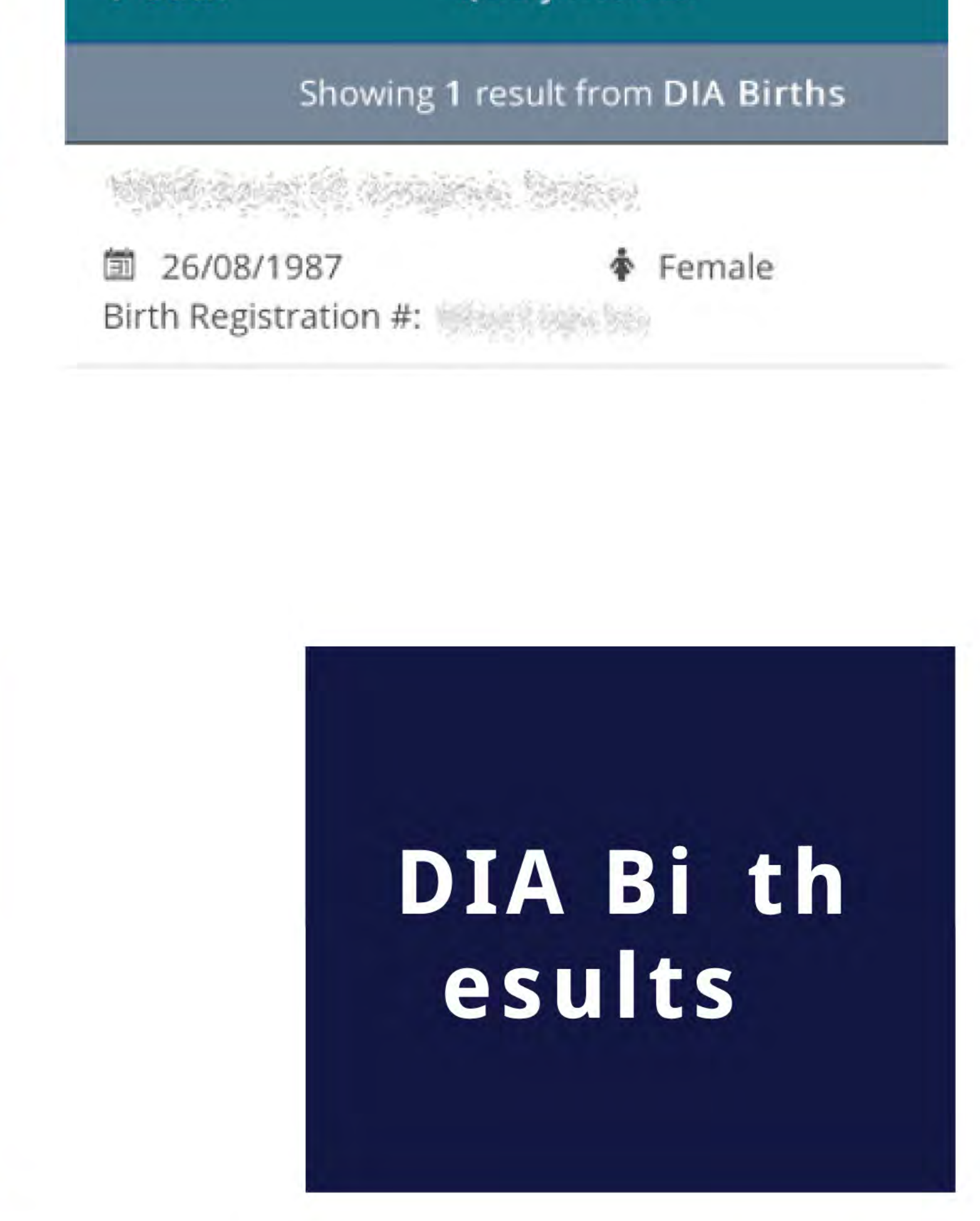
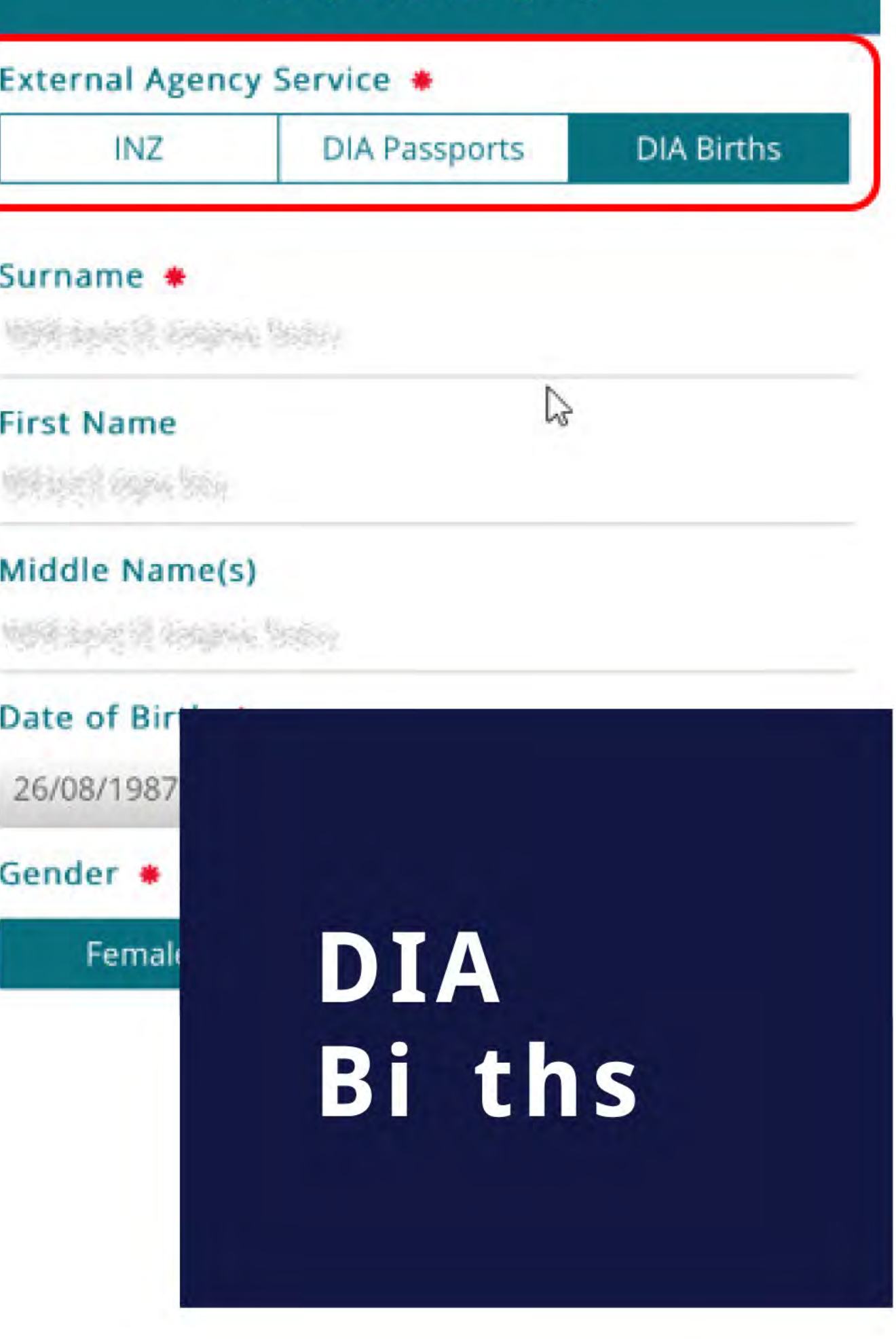
- IMPORTANT -**
- The e s no status if a passport is **STOLEN**
 - Passpo t dai s do **NOT** confirm f the pe son s deceased
 - Passpo t esul s are **NOT** checked against passpo t numbers in **NIA**

4 DIA Passports by Passport Number



5 DIA Births Query

R g G B D g d d
d B g d N d



B B B N B G N B
N Su dd N R g N Nu d N d d

S g D R