Managing Ethnic Types

> The Managing Ethnic Types feature allows administrators to define and manage a drop-down list of ethnic classifications used specifically within incident reporting. Its primary purpose is to support detailed demographic data collection, enabling organizations to analyze trends, ensure fair practices, and securely comply with standard reporting requirements. This article is intended for OperationsCommander (OPSCOM) administrators responsible for incident configuration and demographic reporting.

Setup and Configuration

This feature is a core administrative tool used to establish the drop-down options available when logging an incident in the system.

Admin Side: Administrators must have the appropriate system role permissions enabled to access the incident configuration menus and manage the list of ethnic types.

User Side: This feature is strictly a backend administrative and enforcement configuration. End-users do not interact directly with these settings on the parking portal, though patrol officers will select these types when completing specific incident reports in the field.

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add, edit, or delete ethnic classifications.

Accessing the Management Interface

1. Hover over **System Configuration**, then **Incidents**, and click **Ethnicity**.

Adding Ethnic Types

1. Click the **Add Ethnic Type** button.
2. Enter the descriptive classification into the **Name** field.
3. Click the **Save Changes** button to add the new ethnic type to the list.

Editing Ethnic Types

1. Click the **Edit** button next to the specific ethnic type you wish to modify.
2. Make the necessary updates to the name field.
3. Click the **Save Changes** button to apply your updates.

Deleting Ethnic Types

1. Click the **Delete** button next to the specific ethnic type you wish to remove.
2. Click the **Confirm** button to permanently remove it from the system.

> In order to delete an ethnic type, it must not currently be in use by any records in the system. You will not see a **Delete** button unless there are absolutely no incident records associated with this specific classification.

Best Practices and Considerations

- **Standardize your terminology: Use consistent and recognized terminology for ethnic types.** This ensures data accuracy across the board and facilitates meaningful, reliable analysis.
- **Verify data integrity before deletion: Always verify that an ethnic type is not actively linked to any records before attempting to delete it.** Attempting to force the deletion of an active classification can cause critical data inconsistencies in historical reports.
- **Leverage data for reporting and analysis: Accurate ethnic type data can be crucial for generating demographic reports related to incidents.** This data helps organizations identify patterns and effectively inform initiatives related to diversity, equity, and inclusion.
- **Handle data with sensitivity and purpose: When collecting and managing demographic data, ensure that the purpose is clearly defined and aligns with organizational policies.** This information must be handled with strict sensitivity and adhere to all relevant privacy regulations.
- **Ensure strict compliance: If your organization has specific reporting requirements related to demographics (e.g., for government or grant purposes), ensure your configured ethnic types comprehensively support those needs.**

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