Managing Incident Relations

> The Managing Incident Relations feature allows administrators to define specific types of connections between individuals involved in an incident, such as a Witness, Victim, Suspect, or Reporting Party. Its primary purpose is to accurately document complex incident scenarios, ensure all parties are properly identified, and facilitate comprehensive investigations. This article is intended for OperationsCommander (OPSCOM) administrators responsible for configuring incident reporting standards.

Setup and Configuration

This feature is a core administrative tool used to establish the drop-down options available when documenting individuals involved in an active incident.

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

Using this Feature

Administrators can use the following instructions to navigate the management interface to seamlessly add or edit incident relations.

Accessing the Management Interface

1. Hover over **System Configuration**, click **Incidents**, then **Relations**.

Adding Relations

1. Locate the empty text box provided at the bottom of the list.
2. Enter the desired name for the connection (e.g., Witness or Victim) into the text field.
3. Choose a unique color for this specific relationship type to visually distinguish it within the system.
4. Click the **Insert New** button to add the new relation to the list.

Editing Relations

1. Locate the specific relation you wish to modify in the list.
2. Click the **Edit** button next to the entry.
3. Make the necessary updates to the name or color.
4. Click the **Save Changes** button to apply your updates.

Best Practices and Considerations

- **Establish comprehensive definitions: Define all relevant relationship types that might occur in your incident reporting.** Providing a complete list ensures accurate and comprehensive documentation of any complex scenario your officers might encounter.
- **Use clear naming conventions: Use concise and unambiguous names for relations to avoid administrative confusion.** For instance, clearly establishing the difference between a "Victim" and a "Complainant" guarantees field officers select the correct role during documentation.
- **Enforce standardization: Encourage consistent use of defined relations by all personnel involved in incident reporting.** Consistent application drastically improves overarching data quality

and long-term reporting reliability.

- **Verify data integrity before deletion: Always ensure that a relation is not actively linked to any incident parties before attempting to delete it.** Attempting to force the removal of an active relation can cause critical data inconsistencies in historical incident reports.
- **Leverage relations for reporting value: Properly categorized relations are essential for generating accurate reports.** This structured data is highly valuable for analyzing incident demographics and auditing the distinct roles of individuals involved across your property.

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