

# Supported Specialty WebEOC Boards

## Supervisor Report of Employee Conduct (Version 1.0) *Incident Independent*

**Description:** This board is used by staff to track the process associated with Supervisor Report of Employee Conduct-SREC (disciplinary) forms. It is not the primary mechanism for documentation but is used by the Supervisor to manage, track and report on the process.

**Views:** This board offers two views: one for read only access and the other with full administrator privileges. A special view exists enabling removal of a record.

**List View** - This view lists the cases recorded by the supervisor.

Training - 2014									Print To PDF	
LCFR SREC									Filter By Type of Incident: All	
NEW CASE									Filter By Tracking Status: All	
Case #	Last Name	First Name	Tracking Status	Type of Incident	Corrective Action	CA Assigned To	CA Due	Action		
2014-008	Rogers	Don	Active	Told people jokes!		County Rep	03/10/2014	Edit	Details	
2014-016	Smith	Aron	Active	Performance				Edit	Details	
2014-017	Fletcher	Jeff	Active	Conduct				Edit	Details	
2014-018	Plumber	Joe	Active	Tardy	Stop Being Late	Jack Sprat	07/25/2014	Edit	Details	
2014-019	Doe	John	Active	Conduct				Edit	Details	
2014-020	BBB	AAA	Active					Edit	Details	
2014-021	Marinero	Johnny	Active	Conduct				Edit	Details	
2014-022	Johnson	Kevin	Active					Edit	Details	
2014-001	Fletcher	Jeff	Processed with CA	Conduct	Be Nice	Kevin Johnson	03/10/2014	Edit	Details	
2014-004	Brown	Andy	Processed with CA	Bad Manners	Promoted	FFX County Jail	03/07/2014	Edit	Details	
2014-005	McNeil	Rob	Processed with CA	Conduct			03/06/2014	Edit	Details	
2014-007	Winters	Tim	Processed with CA	Performance			03/20/2014	Edit	Details	
2014-002	Doe	Johnny	County HR	Vehicle Accident	Hospitalized		01/26/2014	Edit	Details	
2014-006	Ball	Linda	County HR	Riot		Google Inc.	05/17/2014	Edit	Details	
2014-015	Fletcher	Jeff	County HR				03/29/2014	Edit	Details	
2014-001	Brown	Alan	VARC	Protocol Violation				Edit	Details	

### Default Features:

- New case recording through the *New Case* button
- Record editing or updating through the *Edit* button
- Record viewing through the *Details* button
- *Print to PDF* button to provide a document of the information without the buttons
- Search Capability on Last Name, First Name, Type of Incident, CA Assigned To, and the SOP/GO Violation
- Data sorting by Case Number by clicking on the corresponding column header.
- Filters to limit the information viewed by Type of Incident and Tracking Status

**Variations: None**

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**Input (Edit) View** – This view provides an area to specify the incident data that required attention.

The form includes the following fields and controls:

- Entered By:
- Tracking Status:
- First Name:
- Last Name:
- Rank:
- Date of Infraction:
- Date Received:
- Division:
- Current Assignment:
- Infraction Assignment:
- Reporting Supervisor:
- Reporting Supervisor Rank:
- Current Supervisor:   Same as Above
- Current Supervisor Rank:
- Type of Incident:
- Summary of Infraction:
- SOP/GO Violation:
- Current Discipline Level:
- Disposition:
- Referenced Cases:
- Corrective Action:
- CA Assigned To:
- CA Due:
- SREC Notes:
- Add SREC Notes:
- Attachment 1:  - Attachment 2:  - Attachment 3:

## Default Features:

- Spell Check button to ensure correct spelling
- Dropdown lists to maintain data consistency
- Date/Time picker to select data from a calendar view
- Checkboxes for easy indication
- Notes field for capturing comments
- Availability to attach up to three documents
- Auto population of certain fields by checking the *Same as Above* box.
- E-mail announcement to individual or group when a New Case record is saved for the first time.
- Area to cross reference individuals and violations

**Variations: None**