

Agencies

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Purpose and when to use this record

Maintain the law-enforcement and partner agencies referenced by cases, officers, evidence, transport, and dispatch work.

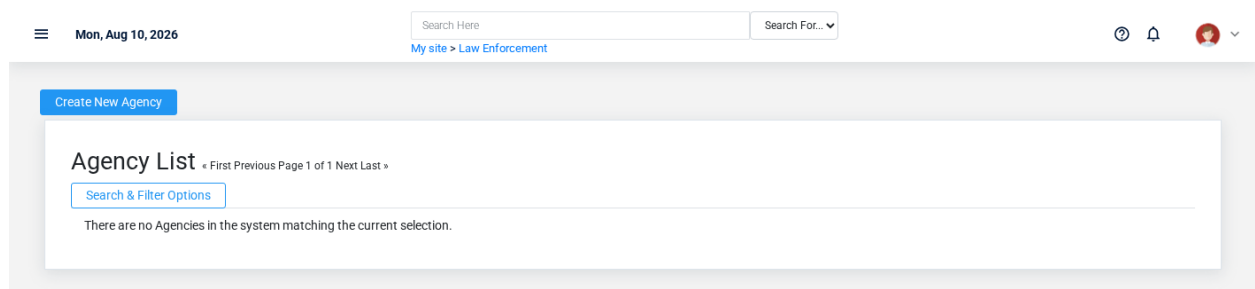
At a glance

- **Identify it by: Name.**
- **Why care:** Use the agency's approved terminology and access policy. Preserve dates, responsible personnel, case links, and audit history because these records may support official reporting or custody review.

Before you begin

You need the Brisk permission for the action you are taking on agencies. If a Create, Edit, or Delete control is absent, do not work around it with another user's account; ask an administrator to review your role.

Find and review agencies

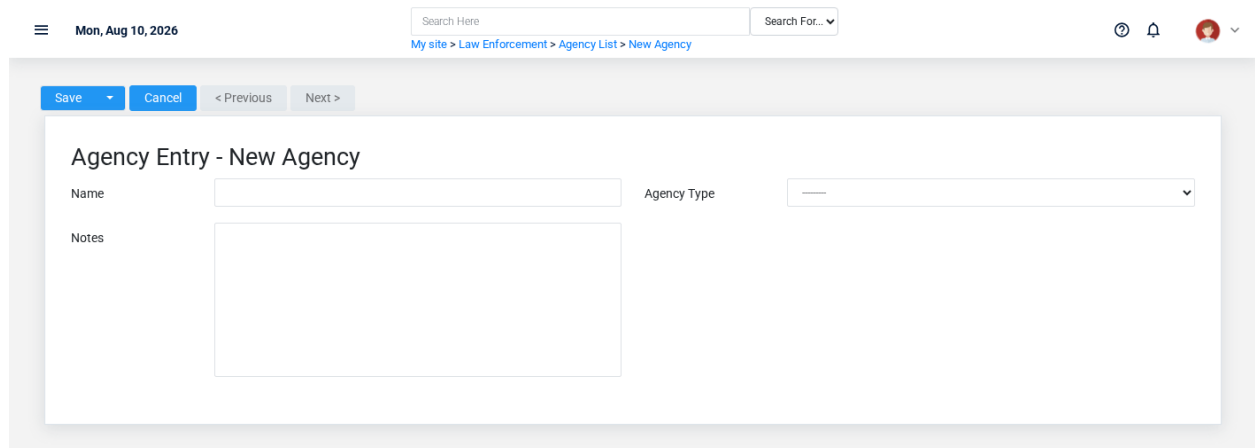


The Agencies list screen in the Brisk documentation demo.

Use the Agencies list to find the correct record before opening or changing it. Compare **Name**. Compare the full identifier rather than relying on a similar name.

Open the Agency whose **Name** match the task. If it is missing, clear the list filters and recheck **Agency Type** rather than creating a replacement immediately.

Create an Agency

The screenshot shows a web application interface for creating a new agency. At the top, there is a navigation bar with a date 'Mon, Aug 10, 2026', a search bar with 'Search Here' and 'Search For...' dropdowns, and a user profile icon. Below the navigation bar is a breadcrumb trail: 'My site > Law Enforcement > Agency List > New Agency'. The main form area is titled 'Agency Entry - New Agency'. It contains three input fields: 'Name' (a text box), 'Agency Type' (a dropdown menu), and 'Notes' (a larger text area). At the top left of the form, there are buttons for 'Save' (with a dropdown arrow), 'Cancel', '< Previous', and 'Next >'.

The Agencies create screen in the Brisk documentation demo.

Create an Agency only after confirming that the source document or operational event has not already been entered.

1. Select the business context first.
2. Enter the required identifying and operational values: **Name**, and **Agency Type**.
3. Review **Agency Type** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Agency, then confirm **Name** on its detail page before continuing.

After saving: Verify **Agency Type** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Delete an Agency

Delete this Agency only when it was entered by mistake and no downstream history depends on it. Use a reversal, void, credit, counter-adjustment, or status correction for a real event that later changed.

Before confirming, check for related **Dispatch Entries**, and **Officers**. Brisk may refuse deletion when another record depends on this one; resolve the duplicate or use the supported correction workflow instead of breaking the trail.

On the confirmation page, verify **Name**. After confirmation, return to the Agencies list and make sure only the intended Agency was removed.

Review Agency details

Use the detail page as the shared record of what this Agency currently means. Verify **Agency Type** before relying on it for a decision.

Compare the Agency with its source document or approved setup request before deciding that it needs correction.

Next check: Verify **Agency Type** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Edit an existing Agency

Edit this Agency to correct or complete the same source document or operational event; use the supported reversal or follow-up workflow when the business event itself changed.

- 1. Open the detail page. Compare **Name** with the supporting document or approved request.
- 2. Recheck **Agency Type**. These values are most likely to change case history, custody, dispatch, official reporting, or audit review.
- 3. Save the change, return to the list, and confirm that the Agency now appears under the expected **Agency Type**.

After the change: Verify **Agency Type** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Fields and business rules

Brisk stores 3 user-relevant fields for this Agency, including 0 linked-record selections and 1 controlled-choice field. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Name	Yes	Use this field to give the category a name (e.g. Felony, Misdemeanor, Federal, etc.).

Field	Required	What it controls
Agency Type	Yes	Enter what type of agency. Available values: EMS, Fire, Law Enforcement, Other.
Notes	No	Use this field to record any notes about the agency.

What happens next

Verify **Agency Type** on the detail page, then continue the law enforcement workflow only when those values agree with the source document and actual work performed.

Common mistakes and troubleshooting

- **The record will not save:** Recheck **Name**, and **Agency Type** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The values look right but the result is wrong:** Compare this Agency with the source document or approved setup decision, then check the downstream screen where it is used.