

Officers

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Purpose and when to use this record

Maintain officer identity, agency assignment, status, and details used throughout cases, dispatch, transport, and time records.

At a glance

- **Identify it by:** **Badge/Unit Number**, **Title**, **User**, and **Admin**.
- **Check its business context:** **User**, and **Agency**.
- **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.
- **Why care:** Availability and publication flags affect future use without erasing history. Prefer disabling an obsolete setup record when existing transactions still refer to it.

Before you begin

You need the Brisk permission for the action you are taking on officers. 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.

Create an Officer

The Officers create screen in the Brisk documentation demo.

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

1. Select the business context first: **User**, and **Agency**.
2. Enter the required identifying and operational values: **Badge/Unit Number**.
3. Review **Admin**, and **Active** deliberately; these choices control availability or workflow rather than merely describing the record.
4. Save the Officer, then confirm **Badge/Unit Number**, **Title**, **User**, **Admin**, **Active**, and **Agency** on its detail page before continuing.

After saving: Verify **Active**, **User**, and **Agency** 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 Officer

Delete this Officer 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.

If the record is merely obsolete, use **Active** to remove it from future use while preserving existing references.

Before confirming, check for related **Cases**, **Dispatch Entries**, **Evidence Chain Entries**, **Evidence Items**, and **Logs**, plus the remaining screen fields. 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 **Badge/Unit Number**, **Title**, **User**, and **Admin**. After confirmation, return to the Officers list and make sure only the intended Officer was removed.

Review Officer details

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

Follow **User**, and **Agency** to determine whether the issue is on this Officer or on one of those linked records.

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

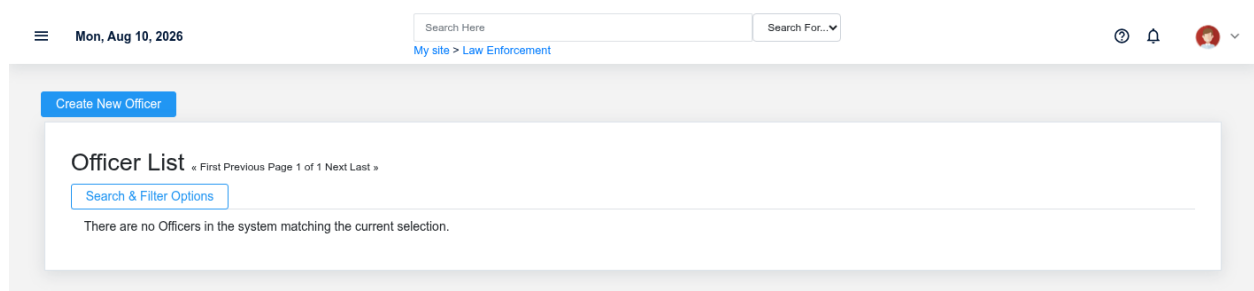
Edit an existing Officer

Edit this Officer 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 **User**, and **Agency** with the supporting document or approved request.
2. Recheck **Active**. 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 Officer now appears under the expected **Active**.

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

Find and review officers



The Officers list screen in the Brisk documentation demo.

Use the Officers list to find the correct record before opening or changing it. Compare **Badge/Unit Number**, **Title**, **User**, and **Admin**. Records with similar names or numbers can still belong to different **User**, and **Agency**.

Open the Officer whose **Badge/Unit Number**, **Title**, **User**, and **Admin** match the task. If it is missing, clear the list filters and recheck **Active** rather than creating a replacement immediately.

Fields and business rules

Brisk stores 6 user-relevant fields for this Officer, including 2 linked-record selections and 0 controlled-choice fields. Create and edit screens may hide calculated or workflow-managed values from this full reference.

Field	Required	What it controls
Badge/Unit Number	Yes	The unit number of the responder.
Title	No	Sets the position for this officer. For example, Major or Chief. Default value is Officer.
User	No	Connects this badge number to a user that can log in.
Admin	No	If enabled, gives this officer permission to view reports and make changes to the system.
Active	No	If this field is unchecked, this officer will no longer appear in reports.
Agency	No	Sets the agency for this responder.

What happens next

Verify **Active**, **User**, and **Agency** 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 **Badge/Unit Number** and any message beside the field. A required related record may also be inactive or unavailable to your role.
- **The record saved but is not available where expected:** Recheck **Active**, then clear the filters on the destination list. A saved record can still be inactive, unpublished, locked, unapproved, or in the wrong workflow state.
- **The values look right but the result is wrong:** Open **User**, and **Agency** from the detail page. Correct the specific relationship that is wrong instead of forcing a total or status to compensate for it.