

OneNote: Digital Case Management

Simply Managing, Storing and Sharing Criminal Case Materials

Course Details

Host by: El Cajon Police Department

Location: 100 Civic Center Way El Cajon, CA

Dates: 08/21/2017 to 08/22/2017, 8am - 4pm

Cost: \$420.00, \$450.00 or \$475.00 (depending on registration date) Includes training manuals, access to online materials, sample data

Register at
www.policetechnical.com

Course Highlights

OneNote™: Digital Case Management®, provides a better solution to managing, storing and sharing criminal case related materials. Designed to help investigators, detective, supervisors and their support staff, organize and more efficiently manage their work utilizing widely available off-the-shelf Microsoft software. Microsoft OneNote offers free-form information gathering and multi-user collaboration. It is a highly efficient way to store, access, and share information in an organized manner. In a two day class, students will learn to create effective, sharable ways to manage large amounts of materials, making case management easier and more effective.

Who Should Attend

This class is designed for any investigator, detective, or supervisor. Experience or training in Google is not required. Previous students have included investigators, detectives, supervisors, and support staff.

Material Requirements

Students should bring a laptop with Microsoft Office (Including OneNote) 2007, or 2010/2013 (preferred). No prior experience is necessary. Personnel may bring case materials to be utilized during hands-on activities.

Agenda

Day One

1. Case Management Basics: What It Is, Problems with "Best Practices"
2. OneNote Introduction: Collect, Organize, and Share
3. Cloud Storage vs. Server Storage: Policies
4. Inserting Documents and Notes: Web Clippings, Word documents, PDF's, Photos, Email, Reports, Audio
5. Hyperlinking: Inserting Links with OneNote
6. Case Management: Organizing and Sharing Case Files

Day Two

1. OneNote Review
2. Syncing: Access to Information using Web and Smart Devices
3. Case Presentation: Collaborating with PowerPoint
4. OneNote Workshop: Case Packages Utilizing OneNote
5. OneNote Presentations: View Case Presentations, Future Development



Instructor: Chris Fusetti

Chris Fusetti is a 22 year veteran of law enforcement. Beginning his career in 1995 he has in a variety of special assignments including: FTO, SWAT, Gang Unit, Bicycle Unit, School Resource Officer, Firearms Instructor, and Traffic. Chris was promoted to Sergeant in October of 2006 served as a Supervisor for the Field Training Officer Program. In August of 2008 he was a Supervisor to the 250 member police unit for delegate security for the Democratic National Convention. Chris was assigned to supervise the property investigations unit in 2013 and now supervises the person's crime investigations unit. Chris is also a coordinator for the Adams County Critical Incident Team who investigates officer involved shootings. He has been active in the deployment of OneNote for criminal case management speaks nationally on the subject to law enforcement audiences. Chris lives in northern Colorado with his wife and children.