

# Filling out the Incident Form (WIP)

Here is a sample of what the Incident report looks like. Basic information describing what occurred can be registered here in the overview. This includes what one might consider the essential information about the incident.

- Description
- Status
- Time
- Place
- Any related information or events

| Summary - 07/25/15  |  |
|---|--|
| Jamieson grabbed the laptop bag of Rockwood from her vehicle, then fled the premises. |  |
| <b>Status:</b>  | OPEN   |
| <b>Officer:</b>   | bigpark - Current ▼  |
| <b>Occurrence #:</b>  | 16-0001  |
| <b>Police Occurrence #:</b>   | 123456 <input type="checkbox"/> I wish to make Police Occurrence # blank   |
| <b>Report Date:</b>   | Jul 25, 2015 @ 10:00   |
| <b>Incident Start Date:</b>   | Jul 25, 2015 @ 08:00   |
| <b>Incident End Date:</b>   | Jul 25, 2015 @ 08:15   |
| <b>Location:</b>  | Arena - Current ▼  |
| <b>Sub Location:</b>  | Select Sub Location ▼  |
| <b>Location Description:</b>  | Parking lot 3A, in front of the arena doors  |
| <b>Room Number:</b>   | outside  |
| <b>Category:</b>  | Theft ▼  |
| <b>Sub Category:</b>  | Theft from Motor Vehicle ▼   |
| <b>Flags:</b>   | <input type="checkbox"/> PON/Summons Issued<br><input type="checkbox"/> Arrest/Apprehension Made<br><input type="checkbox"/> Violence Involved<br><input type="checkbox"/> Weapon Involved |
| <b>Narrative:</b>   | The suspect was seen loitering in the arena parking lot from 6:00 am to 7:45 am. Rockwood then was walking through the parking lot when Jamieson drove next to                             |
| <b>Confidential Info:</b>   | The laptop stolen was a macbook  |
| <b>Related Files:</b>   | <input type="button" value="Choose files To Upload"/> <input type="button" value="Choose Files"/>  |
| <input type="button" value="Update Incident Details"/>                                |  |
| <input type="button" value="Toggle Notes"/> ( 0 )                                     |  |
| <b>Add Note</b><br><div></div>  |  |
| <input type="button" value="Save note"/>  |  |

The incident report also allows the admin to record details:

- Dispatch Logs
- People Involved
- Vehicles Involved
- Missing Property if any
- Tasks to be completed

- Checklist (A Custom form that can be generated)
- Related issues or incidents
- External (Follow-Up Items)
- Related Violations

| Incident Information |   |         |   |                       |   |                     |   |       |   |
|----------------------|---|---------|---|-----------------------|---|---------------------|---|-------|---|
| Dispatch<br>Logs     | 0 | People  | 2 | Vehicles              | 1 | Missing<br>Property | 1 | Tasks | 0 |
| Checklist            |   | Related |   | External<br>Follow Up |   | Violations          |   |       |   |
|                      |   | 0       |   | 0                     |   | 0                   |   |       |   |

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