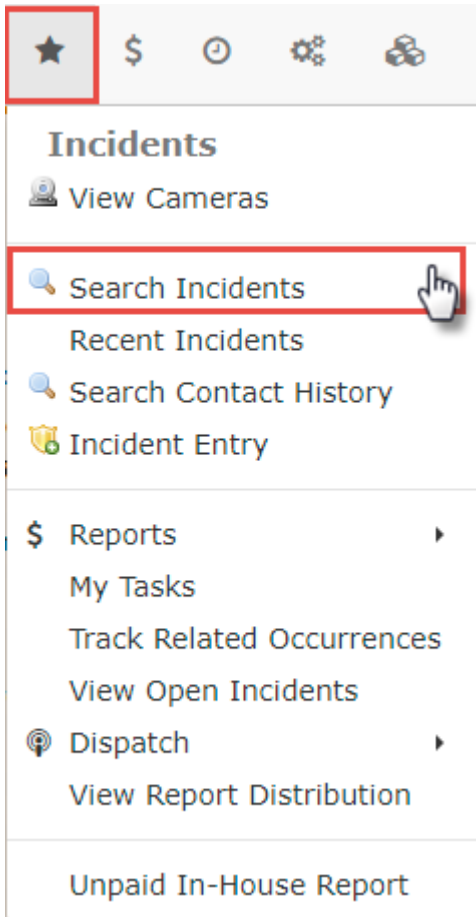
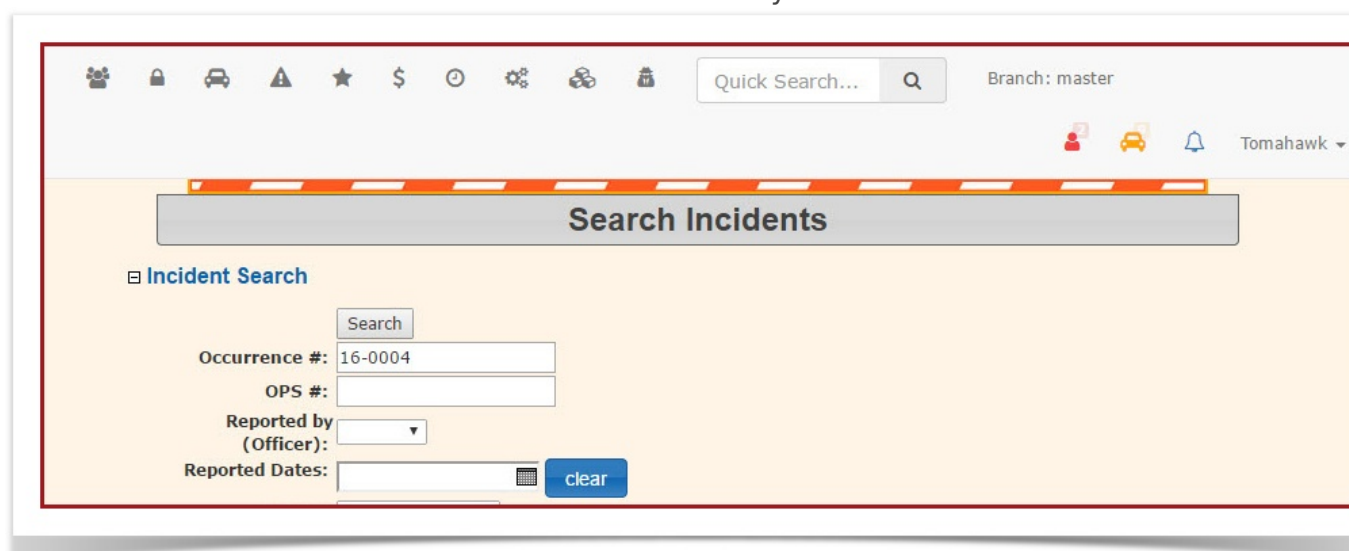


Related Occurrences

1. Click the '**Incidents Menu**' select '**Search Incidents**'.



2. In the Occurrence# field enter the **Incident Number** you wish to relate to another.



A screenshot of the 'Search Incidents' form in a software application. The form is titled 'Search Incidents' and contains several input fields. The 'Occurrence #' field is filled with '16-0004'. Other fields include 'OPS #', 'Reported by (Officer)', and 'Reported Dates'. A 'Search' button is located above the 'Occurrence #' field, and a 'clear' button is located below the 'Reported Dates' field. The form is set against a light orange background.

3. The **Incident Information** screen displays. *Note: the tabs along the top of the form, they provide a quick summary of information.*
- Under the '**Related**' tab we currently see the numeral 0 indicating that there are no incidents related at this time. When you select the **Related** tab, the button to **Track Related Occurrences** will appear.

Incident Information

Dispatch Logs0

People2

Vehicles0

Missing Property0

Tasks0

Checklist

Related0

External Follow Up0

Violations0

Track Related Occurrences (all recent)

This option will appear once you have selected the Related tab

Relation

Notes

Admin

Associated

#

Summary: 07/19/16 Banned individual was seen entering the arena, campus police were called and the individual was removed.

Status: OPEN

Officer: bigpark

Safety Address: 92 Bridge Street, Suite 101
Carleton Place, Ontario K7C 2V3

Incident Number: 16-0004

Police Occurrence #: 987654

Entered Date: Jul-19-2016 @ 10:41

Last Updated: Jul-19-2016 @ 10:47

Report Date: Jul-18-2016 @ 10:00

Incident Start Date: Jun-10-2016 @ 05:00

Incident End Date: Jun-10-2016 @ 06:00

Location: Arena

Sub Location: Not Defined

Location Description: Suspect entered through the front door into the foyer area. He took the first hallway down towards the changing rooms, where he was apprehended by police.

Room Number: 2

Incident Category: Interdicted (Banned) Individual

Incident Sub Category: Campus-Wide

Flags: Arrest/Apprehension Made Weapon Involved

Incident Description: Early in the morning, Micheal ashbury was seen entering the arena, and moving towards the changing rooms. The front desk employee of the arena, Callaghan, recognized Ashbury as having been banned from the campus for violence last year. The campus authorities were called and the suspect was removed from the premises.

Confidential Info: N/A

Close Incident

Edit Incident

Distribute Incident

Email Incident

Download Incident

Toggle Read Status

Unread

4. Click the '**Track Related Occurrences**' button to display the '**Track Related Occurrences**' screen. The buttons across the top allow different options to search for. The '**Add Related Occurrences**' form is now available, by selecting **New Related List**.

Select to create a new list of related occurrences

Track Related Occurrences

[New Related List](#)
[Search Related Occurrences](#)
[Recently Related Occurrences](#)
[Solved Related Occurrences](#)

Add Related Occurrences

Label	Suspicious Activity March 20		Delete Related Group	
Solved Status	<input checked="" type="radio"/> Unchanged (Unsolved) <input type="radio"/> Solved			
	Save			
Notes	These incidents could be the same individuals. Same MO in both cases.			
	Admin	Notes	Date	
	There are no notes on this Related Occurrence.			

Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date
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- The first step is to **Name** and **Create** the list. In our example, we are naming the list "***Suspicious Activity March 20***". In the notes field, you can add a description of what the purpose of the list is. Click '**Save**' to save the list name and information. The screen will refresh with a **Search** box now showing at the bottom.

Q

Branch: master

Tomahawk

Track Related Occurrences

New Related List
Search Related Occurrences
Recently Related Occurrences
Solved Related Occurrences

Edit Related Occurrences

Label

Solved Status Unchanged (Unsolved) ☒ Solved ☐

Save

Delete Related Group

Admin	Notes	Date	
bigpark	These Incidents could be the same individuals. Same MO in both cases.	Mar-20-2017 10:45 am	<div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Delete Note</div>

Add Note

Save & Add Note

Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date														
<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;">Search Related Occurrences.</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Occurrence Number</td> <td><input type="text"/></td> </tr> <tr> <td>Name</td> <td><input type="text"/></td> </tr> <tr> <td>Student / Employee Number</td> <td><input type="text"/></td> </tr> <tr> <td>Licence plate</td> <td><input type="text"/></td> </tr> <tr> <td>Date</td> <td><input type="text"/> to <input type="text"/></td> </tr> <tr> <td>Date Updated</td> <td><input type="text"/> to <input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;"> <div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; margin-top: 5px;">Search</div> </td> </tr> </table>						Occurrence Number	<input type="text"/>	Name	<input type="text"/>	Student / Employee Number	<input type="text"/>	Licence plate	<input type="text"/>	Date	<input type="text"/> to <input type="text"/>	Date Updated	<input type="text"/> to <input type="text"/>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; margin-top: 5px;">Search</div>	
Occurrence Number	<input type="text"/>																		
Name	<input type="text"/>																		
Student / Employee Number	<input type="text"/>																		
Licence plate	<input type="text"/>																		
Date	<input type="text"/> to <input type="text"/>																		
Date Updated	<input type="text"/> to <input type="text"/>																		
<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; margin-top: 5px;">Search</div>																			

6. Enter the **Current Incident Number** you are working with. For this example we are using 16-0004. Click '**Search.**'

	Incident No	Report Date	Incident Admin	Category: SubCategory	
	16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual: Campus-Wide	<div style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Add</div>

7. Click '**Add**' to add this incident to the list entitled '**Suspicious Activity March 20th**'.
8. Repeat the search process by entering the *Incident number* you would like to relate to the first incident.
- For example, Incident 16-0004 as 16-0006 and click '**Search**'. Add this incident to the list. The resulting screen will look like this: Note both 16-0004 and 16-0005 are listed.

Quick Search...

Branch: master

2

Tomahawk

Track Related Occurrences

New Related List

Search Related Occurrences

Recently Related Occurrences

Solved Related Occurrences

Edit Related Occurrences

Label

Suspicious Activity March 20

Delete Related Group

Solved Status

Unchanged (Unsolved) ☒ Solved ☐

Save

Notes

Admin	Notes	Date	
bigpark	These Incidents could be the same individuals. Same MO in both cases.	Mar-20-2017 10:45 am	Delete Note

Add Note

Save & Add Note

	Incident No	Report Date	Incident Admin	Category : SubCategory	Rel. Admin	Related Date	
i	16-0004	Jul-18-2016	bigpark	Interdicted (Banned) Individual : Campus-Wide	bigpark	Mar-20-2017	Remove
i	16-0006	Jul-14-2016	bigpark	Suspicious Activity : Suspicious Vehicle(s)	bigpark	Mar-20-2017	Remove

Search Related Occurrences.

Occurrence Number	16-0006
Name	
Student / Employee Number	
Licence plate	
Date	to
Date Updated	to
Search	

9. To see the result of this process, search once again for the original Incident 16-0004 from the **Search Incidents** menu. Note the change in the Related Tab now indicates 1 related occurrence.

Dispatch Logs	0	People	2	Vehicles	0	Missing Property	0	Tasks	0	Checklist		Related	1	External Follow Up	0
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10. Click on **Related** to see the **Related Incident Information**. Note: the related incident is now listed. This information will show up on the incident information for both incidents in question.

Updated 5 May 2025 09:49:14