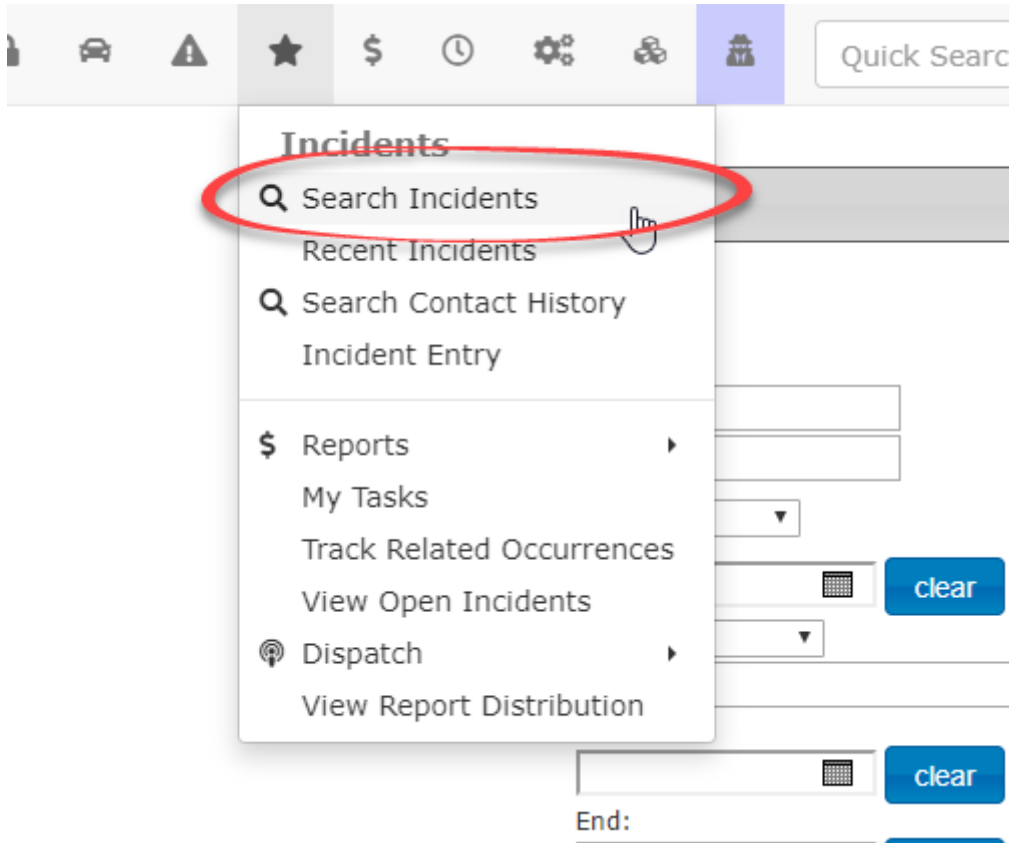


Search Incidents

1. Hover over the **Incidents** icon and select **Search Incidents**.



2. This will take you to the **Search Incidents** screen. Here you can do an Incident Search, People Search or a Vehicle Search.

Fill in the information you want to search by and select the "**Search**" button at the bottom of that particular section.

Search Criteria

Occurrence #: When an incident is created in the system a unique ID number is designated to the incident that can be referenced in this search module.

Police Occurrence #: If you partner with a police force they may have a reference number that can be assigned and searched.

Reported by (Officer): This search filter will narrow your search to incidents reported by specific officers selected from a drop down pick list.

Reported Dates: Enter the date on which the incident was reported.

Status: Select from a drop down pick list incidents that have a status of **Open, Closed, or Close Requested**

Summary: Enter a short description of the incident in question.

Between Dates: Enter a date range in which the incident occurred.

Location and Sub-Location: Select areas where the incident occurred.

Room Number: If the incident occurred in a specific room on campus, enter the room number here.

Category: Select the general type of incident being searched from a drop down pick list.

Sub Category: Select the specific type of incident in relation to the general type being searched from a drop down pick list. The list changes based on which general category is chosen.

PON/Summons Issued: Select whether or not a PON (Provincial Offence Notice) or Summons has been issued.

Arrest/Apprehension Made: Select whether or not an arrest or apprehension of an individual was made.

Violence Involved: Select whether or not violence was involved in the incident.

Weapons Involved: Select whether or not weapons of any kind were involved in the incident.

Text: Use this field to enter related key words, descriptions, locations etc. This search field searches both the narrative, and location description.

Last Updated Between Dates: Select a date range of when an update to the incident information might have occurred.

Has Been Read: Select yes, no or either. This will select incidents that have been previously reviewed or those that have not.

Case Manager: Select from a drop down pick list to filter on specific case managers assigned to the incident in question.

Primary Investigator: Select from a drop down pick list to filter on specific primary investigator assigned to the incident in question.

Task Assignments: Select from a drop down pick list to filter on a specific assignee who has been tasked with investigating the incident in question.

Requires a Checklist: Select whether or not the incident has a related checklist.

Include Checklist Details: If the item above it checked as yes or either, check this box if you wish to have the checklist details appear in your search results.

Search Incidents

☐ Incident Search

Occurrence #:

Police Occurrence #:

Reported by (Officer):

Reported Dates:

Status:

Summary:

Between Dates: Start:

End:

Location	Sub-Location
- Not Set -	- Not Set -
ADA Parking	1st Floor
Area Public Parking	2nd Floor
Downtown Business District	East Side
Hospital & Administration Building	North Side
Main Campus Parking Lots	Parking Lot
Main Street	See Notes/Comments
North Campus	South Side
RentCo Apartment Building	West Side
Residences 1 & 2	
South Campus	

Room Number:

Category:

Sub Category:

? PON/Summons Issued: Yes ☐ No ☐ Either ☒

Arrest/Apprehension Made: Yes ☐ No ☐ Either ☒

Violence Involved: Yes ☐ No ☐ Either ☒

Weapon Involved: Yes ☐ No ☐ Either ☒

? Text:
(This search field searches both the narrative, and location description)

Last Update Between Start:
Dates:

End: (Optional)

Has Been Read: Only Flagged Yes ☐ Only Flagged No ☐ Either ☒

Case Manager:

Primary Investigator:

Task Assignments: And task(s) are still open ☐

Requires a Checklist: Only Flagged Yes ☐ Only Flagged No ☐ Either ☒

Include Checklist details ☐

People Search: In this section you can enter typical details about a specific person to perform an incident search on.

Vehicle Search: In this section you can enter typical details about vehicles that are involved in the incident being searched.

☐ People Search

First Name:

Last Name:

Student / Employee Number:

Drivers Licence:

Phone Number:

Gender:

Eye Color:

Hair Color:

Ethnic Type:

Height:

Weight:

Include Checklist details ☐

Search People

☐ Vehicle Search

Licence plate:

Make:

Type:

Colour:

Province :

Search Range: ☐ Entire Database ☒ Incident Related

Include Checklist details ☐

Search Vehicles

Revision #2

Created 13 May 2024 12:33:36

Updated 11 September 2024 13:40:49