

Configuring Incidents

Here is the list of items that would have to be set up in the system prior to using the incident module.

Categories
Flags
Ethnicity
Relations
Ext. User Profile Options
Missing Property Types
Cameras

1. **Categories:** Incident Categories are a listings of the types of Incidents that occur. Each **Category** can have multiple **sub categories**.

Here's an example of a category and it's sub-category items. In this case the category is **Break and Enter**. The subcategories appear on the right.

Edit Categories and Sub Categories

Incident Categories

Abduction	Sub	✎
Assault	Sub	✎
Assistance - Requested/Provided	Sub	✎
Break and Enter	Sub	✎
Complaints	Sub	✎
Crime Prevention	Sub	✎
Criminal Code - Other	Sub	✎
Cyber Security - Electronic Offences	Sub	✎
Federal Statutes	Sub	✎

Editing Sub-Categories for: Break and Enter

Sub-Category Name	Checklist	Reporting
Attempted Break and Enter CCC 463	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (Private Premises) CCC	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Breaking and Entering (University Premises) C	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Include <input type="checkbox"/> Archive
Add a new sub-category	<input type="checkbox"/> Required	<input type="checkbox"/> Include

Save Sub-Categories

2. **Flags:** Incidents may be **flagged** for information, and/or importance. An example would be: "Was violence involved?" or "Were there weapons involved?"

For more information Refer to this Article.

3. **Ethnicity:** Within incident reporting you have the ability to enter a description of people associated with the incident, whether it be the victim, a related person, the suspect or person who committed the incident.
Ethnicity is one of the descriptors typically used in identifying a person related to an incident.
4. **Relations:** In this area you can define the relationship/involvement the individual has with the particular incident.
Examples could be: Complainant, Witness, Victim etc.
5. **Ext. User Profile Options:** These items are **extended values** used in describing an individual within incident reporting.
Examples could be: Physical descriptors such as hair colour, hair style, Body Build Type, Clothing Style etc.
(**Note:** These descriptions will only be seen in the incidents module and not in the user's profile.)
6. **Missing Property Types:** An incident may include theft or damage to property. This item allows you to create **pick lists** that can describe property involved in an incident.
Examples could be: Vehicles, personal property such as jewelry, computers, electronic devices, money, etc.
7. **Cameras:** In this section admins can configure input from surveillance cameras that may have captured the incident.

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