Incident Reports

> The Incident Reports section provides a centralized hub for tracking, analyzing, and exporting data related to security and operational events. Its primary purpose is to help administrators and security teams monitor incident trends across various timelines, locations, and categories. This article is intended for OperationsCommander (OPSCOM) administrators responsible for incident management and statistical reporting.

Setup and Configuration

The incident reporting suite is a core component of the incident management module and requires no specialized system setup to operate. However, administrators must have the appropriate incident viewing and reporting permissions assigned to their user role to access these pages and generate data.

Using this Feature

Administrators can access a variety of specific reports to filter and analyze incident data based on their exact operational needs.

Accessing Incident Reports

1. Hover over the **Incidents** menu and click **Reports**.
2. Select the specific report you wish to run from the available drop-down options.

Available Reports

The following reporting tools are available to help you analyze your organization's incident data. Click on any of the report names below to navigate to their specific instruction articles:

- *Recent Incidents Summary Report (Last 30 Days)*: Provides a quick, pre-filtered overview of all security and operational events logged within the immediate past 30 days.
- *Incidents Summary Report*: Generates a comprehensive list of all incident records within a manually specified date range, with the ability to export the raw data.
- *Incidents Summary Report by Category*: Filters and displays incident records based on specific incident classifications and event types.
- *Incident Summary Report by Sub-Location*: Filters and groups incident records based on specific physical areas or zones within your organization's property.

Best Practices and Considerations

- **Require accurate field entry: Organizations should establish clear business rules requiring officers to accurately categorize and geotag incidents during initial entry.** If incident types and sub-locations are logged inconsistently by dispatchers or field officers, the resulting reports will not provide an accurate reflection of your security trends.
- **Utilize multiple reports for comprehensive analysis:** Combine data insights from the *Category* and *Sub-Location* reports on a quarterly basis to identify exactly where specific types of incidents (e.g., vandalism, medical emergencies) are occurring most frequently,

allowing for better resource deployment.

Revision #7
Created 13 May 2024 12:36:53
Updated 19 August 2026 07:19:07