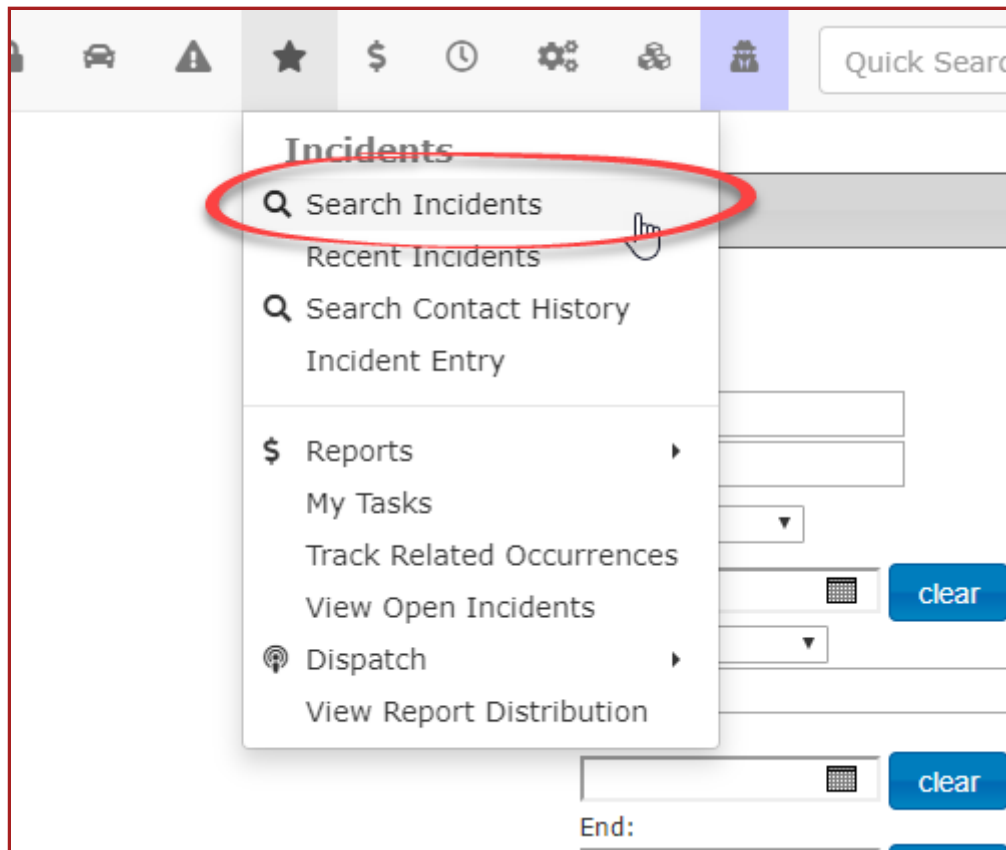


OperationsCommander - <https://opscom.wiki>

## 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**

Search

Occurrence #:

Police Occurrence #:

Reported by (Officer):

Reported Dates:

Status:

Summary:

Between Dates: Start:    
End:

Location	Sub-Location
<ul style="list-style-type: none"><li>- Not Set -</li><li>ADA Parking</li><li>Area Public Parking</li><li>Downtown Business District</li><li>Hospital &amp; Administration Building</li><li>Main Campus Parking Lots</li><li>Main Street</li><li>North Campus</li><li>RentCo Apartment Building</li><li>Residences 1 &amp; 2</li><li>South Campus</li></ul>	<ul style="list-style-type: none"><li>- Not Set -</li><li>1st Floor</li><li>2nd Floor</li><li>East Side</li><li>North Side</li><li>Parking Lot</li><li>See Notes/Comments</li><li>South Side</li><li>West Side</li></ul>

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.

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**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

**Vehicle Search**

Licence plate:

Make:

Type:

Colour:

Province:

Search Range:  Entire Database  Incident Related

Include Checklist details

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Take Command of Your Parking and Security - <https://OperationsCommander.com>

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