
REPORT WRITING

ASSIGNING INCIDENT NUMBERS

Purpose: The purpose of this policy is to specify the procedure for obtaining and assigning incident numbers to reports, arrests and other police documents in order to reduce error in data collection and reporting.

Policy Statement: The North Little Rock Police Department operates an automated data processing system. A central feature of this system is the assignment of incident numbers to each call for service. To index police documents in the system, most documents must have incident numbers assigned to them. Having incident numbers correctly assigned is vitally important. Failure to correctly assign incident numbers can result in inaccurate information being collected by the system. Inaccurate information can result in errors in the department's reported crime statistics and increase difficulty in retrieving documents.

Summary of Changes:

Procedures

1 Obtaining Incident Numbers

- 1.1 All activity entered into the computer aided dispatch system (CAD) is automatically assigned an incident number.
- 1.2 An incident is defined as one or more offenses committed by the same offender, or group of offenders acting in concert, at the same time and place.
 - 1.2.1 Acting in concert requires all of the offenders to actually commit or assist in the commission of all of the crimes in an incident. If one or more of the offenders did not act in concert, then a separate incident report is required.
 - 1.2.2 The concept of time and space presupposes if the same person or group of persons committed more than one crime and the time and space intervals separating them were insignificant, all of the crimes make up a single incident. Normally, the offenses must have occurred during an unbroken time period and the same or adjoining locations. However, incidents can also be comprised of offenses which by their nature involve continuing criminal activity by the same offenders at different times and places. Examples include:
 - (1) During a concert, several vehicles parked in the area surrounding the event are broken in to. Only one incident report is required as the same offender(s) likely committed the offenses within an unbroken time span (duration of the concert).
 - (2) The driver of a motor vehicle is arrested for DWI and Carrying a Weapon. Two incident numbers and two ADRs are required; one for the traffic charges and another for the criminal charge, as they go through different courts.
 - (3) While investigating a burglary, it is learned that the victim is wanted on a warrant issued through NLR. The burglary is to be documented using the current incident number and the warrant would be served using the original incident number assigned to it. When the original incident number cannot be determined, a new incident number separate from the burglary should be obtained.

2 Issuance of Warrants

- 2.1 The original incident number is to be placed on all warrants issued where a general report has been written. If there is no general report on file, the warrant should be annotated as, "No report on file".

3 ADR as Report

- 3.1 An Arrest/Disposition Report will be completed on all physical arrests where the arrested party is transported to a detention facility. In the following cases the ADR is the only report required:
 - 3.1.1 The offense charged is a Class C misdemeanor or violation and,
 - 3.1.2 The arrest was a self-initiated activity by the officer and,
 - 3.1.3 There is no victim or complainant and,
 - 3.1.4 The details of the incident can be adequately reported on the ADR or,
 - 3.1.5 The arrest was made pursuant to an arrest warrant, and there were no unusual occurrences during the arrest.
 - 3.1.6 In all other cases an incident report will be completed in addition to the ADR.

Patrick Thessing
Chief of Police