

# **INCIDENT REPORTS**

## Incident Reports

LawTrak - Workstation - NBS TEST AGENCY

File Edit Window Help

### South Carolina Incident Reports

Ag	ORI #	Case #	Case #	Start Date / Time	End Date / Time	Submission Date	Solvability %	Validated
C1	SCIEATEST	2009-0001	2009-0001	10/06/2009 1200	10/06/2009 1300	10/31/2009	Y	0.00
C1	SCIEATEST	2009-0002						
C1	SCIEATEST	2009-0003						
C1	SCIEATEST	2009-0005						
C1	SCIEATEST	2009-0006						
C1	SCIEATEST	2009-0007						
C1	SCIEATEST	2009-0008						
C1	SCIEATEST	2010-0001						
C1	SCIEATEST	2010-0002						
C1	SCIEATEST	2010-0004						
C1	SCIEATEST	2010-0005						
C1	SCIEATEST	2010-0008						
C1	SCIEATEST	2010-0009						
C1	SCIEATEST	2010-0010						
C1	SCIEATEST	2010-0012						
C1	SCIEATEST	2010-0013						
C1	SCIEATEST	2010-0014						
C1	SCIEATEST	2010-8000						
C1	SCIEATEST	2010-9000						
C1	SCIEATEST	2010-9997						
C1	SCIEATEST	2010-9998						
C1	SCIEATEST	2010-9999						
C1	SCIEATEST	2011-0001						
C1	SCIEATEST	2011-9999						
C1	SCIEATEST	2012-0001						
C1	SCIEATEST	2012-0002						
C1	SCIEATEST	2012-0003						
C1	SCIEATEST	2012-995						
C1	SCIEATEST	2013-0001						
C1	SCIEATEST	2013-0002						
C1	SCIEATEST	2013-0003						
C1	SCIEATEST	2013-0004						

  

<b>Status</b>	Ex Clear / Date	Location																					
Arrest:	N / /	123 MAIN ST																					
<b>Complainant:</b>	DON	Q. SMITH																					
<b>Narrative:</b>	The narrative goes here																						
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7	13	BIG GUN	100	220																			

Other Attachments 7 Supplemental Reports 7 Towing Reports 2

Officer 1: TEST  
Invest: TEST  
Fol Up: TEST  
Approv:  
Last Modified: 03/15/2017 11:03:49  
MANAGER

REVIEWERS: 1: / / : 2: / / : 3: / / : 4: / / :  
SCIE Date: 03/15/2017

Search: Incident Date: / /

Add New Edit Displayed Delete Displayed Print Displayed [Esc] - Exit Case #: NUM

N\_admin (c:\nbspolice\tda\admin\dbl) Record: 78/78 Record Unlocked

The main Incident Report screen shows all of your incident reports on the left, and gives you most of the main information in the report on the starting screen. All types of supplemental reports are attached from this page.

When adding a new or editing an existing incident report, each section of the report is taken through a walk-through that validates each part of the incident as you put the information in. The validation is to make sure the record is acceptable to be sent to SLED.

## Incident Help Notes

Clear Date: / / *You MUST know the offender before you can Exceptionnally Clear a case*

**BURGLARY/BREAKING AND ENTERING (Crime Against Property)**  
The UNLAWFUL ENTRY into a building or other STRUCTURE with the INTENT to commit a serious crime or theft.

- Must be coded as burglary even though nothing was taken.
- Must also be coded as burglary if another serious crime such as rape, robbery, or arson was committed or attempted.
- All ATTEMPTED burglaries must be coded as burglary.
- DO NOT CODE LARCENIES with a Burglary UNLESS the larceny is a separate theft OUTSIDE the structure.

A STRUCTURE is defined as a building or walled enclosure which can be enclosed on all sides by closing doors or windows. Motor Vehicles, motor homes, trailers, and other mobile property are NOT structures.

There are two types of Help in the Incident Walk-Through. The first type is notes scattered throughout the walk-through explaining what the field is for and when you can use it. The second type is an explanation inside a “notes” box somewhere on the screen explaining what the field is for, or what your selection means.

Residential Status:  Jurisdiction

User Help

J	Jurisdiction
O	Out of State
S	State
U	Unknown

If you are in a data entry box with a blue label, there is a help button (F1) that will bring up the valid codes for that entry box. These codes are controlled by SLED and FBI SCIBRS/NIBRS codes, or can be tied in to some user-defined databases such as an Officer Listing or Inhouse Offense Codes.

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Add / Edit Incident Report

Agency	Case Number	ORI #	Offense Group	Activity Date	Submitted	Report
01	2009-0001	SCIEXTEST	A	10/31/2009	Y	<input type="checkbox"/>

Protect - Unprotect

[Esc] - Validate This Report  
Save Without Validation  
Pictures Videos  
Other Attachments - 7

Supplemental Reports - 7  
Witnesses  
Interview Sheets  
Missing Person Form  
Voluntary Consent to Search  
Miranda Warning  
Pursuit Statement  
Use of Force Report  
Investigative Notes  
Victim Sheet  
Towing Reports - 2  
Solvability Percentage  
Additional Vehicle Information  
Juvenile Petition  
Juvenile Release Form  
Victim FOIA Form

Change Agency ORI  
Unlock This Report for Edit  
Change Activity Date  
Cancel Changes on This Report

Status: A Ex Clear / Date: N / / Location: 123 MAIN ST

Complainant: DON Q. SMITH

Narrative: The narrative goes here.

Offenses:

Code	Description	A/C	Date	Loc	2	Zone
220	BURGLARY / LARCENY	C	10/06/2009	20		
200	BROKEN WINDOW	C	10/06/2009	20		

Offenders:

Sequence	First Name	Middle Name	Last Name	Suffix
01	UNKNOWN	UNTRACKED	PERSON	

Arrestees:

Sequence	First Name	Middle Name	Last Name	Suffix
01	UNKNOWN	UNTRACKED	PERSON	

Victims:

Sequence	First Name	Middle Name	Last Name	Suffix
001	DON	Q.	SMITH	

Property:

Type	Prop	Description	Value	Code
7	03	CAR	10000	220
5	03	CAR	10000	220
7	13	BIG GUN	100	220

Last Date Submitted to SCIE: 03/15/2017

Do Not Submit to SCIE  
 Validated  
 Notify Insurance If Property Recovered

NUM

Once you are done with validating and saving the report, there are several things you can do with it. If you need to edit any part of the report (i.e. you find the identity of a previously unknown offender, recover property, make an arrest, etc.), press the button next to the section that needs changing, and that section will be taken back through the walk-through so you can add or change the information as needed.

If you need to attach any supplemental reports, pictures, videos, etc., those buttons are on the left part of the screen.

Protect - Unprotect

## Protecting an Incident Report

Protecting an incident report keeps anyone from seeing any information or printing the protected report except for the person who protected the report.

Do Not Submit to SCIEEx

## SCIEEx Submissions

If your agency submits report to SCIEEx, you can override the submission. Checking this box will keep the report from going to SCIEEx. If it has already been submitted, checking the box and then saving the report will delete the record from SCIEEx.

## Printing an Incident Report

The screenshot shows a window titled "Incident Printouts" with a yellow background. The main heading is "Select Reports to Print from Options Below". There are several sections of checkboxes:

- Main Report**
- Supplemental Reports**
  - Witnesses
  - Interview Sheets
  - Missing Person Forms
  - Voluntary Consent to Search Forms
  - Miranda Warnings
  - Pursuit Statements
  - Use of Force Reports
  - Investigative Notes
  - Victim Sheets
- Towing Reports**
  - Additional Vehicles
  - Juvenile Petitions
  - Juvenile Release Form
  - Booking Reports
- Pictures: Format:  1 per Page  3 per Page

Print To:  Default Printer  Screen

Print Victim Sheet:  Print Victim FOIA:

- Print Incident Date Entered/Modified on Report
- Print Offender Date of Birth
- Override Any Juvenile Settings (will print information)
- Redact Victim and Complainant (redacts name & info)
- Redact Victim, Complainant, Subject Info (name stays)

Buttons at the bottom: Print, Export to Acrobat, [Esc] - Cancel

The printout screen allows you to select any part of the incident report that may be available.

By default, the printout will not contain any information for minors, considered by the FBI as under 18. There is, however, an override that will allow minor information to be printed.

There is also an option to redact the victim and complainant.

To use the Export to Acrobat feature, you must call our office and we can walk through setting this up on a workstation. This option will allow you to create a PDF file of the entire case that can be easily sent electronically.

## NIBRS Submission – Create File

Top Section: Incidents  
Side Button: Lookups

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File Edit Window Help

Create NIBRS Submission File

Enter the Activity Date to Process

03/31/2017

**Your Submission Files are Right HERE!!!**

Files copied to C:\NBSPOLICE\SUBMISSIONS\ and C:\NBSPOLICE\LTDATA\SUBMISSIONS\

Before the files are processed, the following will be done...

- 1) The Activity Date will be checked to make sure it has not already been processed. If you wish to resend a month, please call Nicholson Business Systems for instructions.
- 2) The program will check for any Unvalidated Incident Reports with an activity date before the date specified. If there are Unvalidated Reports, you must fix them before you can run this process.
- 3) The Incident Reports falling in the submission date range will be processed, and a file will be created that you can send to SLED.
- 4) The Submitted / On File At SLED switch will be set to Yes for all processed files.
- 5) Email the file to [sieducr@sled.sc.gov](mailto:sieducr@sled.sc.gov), and put your Agency Name, ORI, and Month/Year that you are sending in the Subject field.

Process Activity Date [Esc] - Cancel

Submitted (c:\nbspolice\ltdata\submitted.dbf) Record: 78/78 Record Unlocked NUM

This screen creates the monthly SCIBRS Incident Submission File for SLED.

You can Change or Add a directory to copy the submission file to if you want to keep a backup. Press the option to Change Directory to Copy File and select the path.

If there are any Unvalidated Reports for the selected submission month, the program will print out a listing of unvalidated reports that must be fixed.

Once the file is created, you must still email it to the appropriate SLED email address. The file does NOT automatically submit to SLED.

If there are no reportable incident reports for the month selected, a form will be printed showing a zero-reporting month for your agency that should be faxed to SLED.