

GENERAL ORDER 82.2.3

Case Numbering System

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for the issuance of case numbers.

DISCUSSION

Law enforcement services cover many different incidents. Case numbers are not necessary on such incidents as traffic and field interview cards. Case numbers are issued for all police reports. Incident reports generated in the Municipal Jail will utilize the police case numbering system.

POLICY

I

Case numbers start with the last two digits of the calendar year and run in sequential order starting with 00001. The first number of the year shall be issued to the first incident that occurs on or after 0001 hours, January 1st of each year.

When a case number is needed, a call for service shall be created in the CAD system.

II

A case number shall be issued when a member generates a document reporting any criminal incident, activity or information. Incidents shall be divided by time and place; e.g., if numerous vehicles are parked in the same parking lot and several are broken into, only one case number shall be issued. However, if several vehicles on the same street are broken into, a case number shall be issued for each incident.

In the event an arrest is made on an existing Springfield police case, the arrest shall be given the same case number. Warrant arrests will receive a new case number unless the warrant is for the initial arrest. . If the arrest involves charges addressing multiple cases, a separate custody report shall be made for each case number.

When an officer makes an arrest for an outside agency warrant and Springfield has new charges, the outside agency warrant shall be reported on the Springfield current arrest case number. If a probable cause arrest is made pursuant to a prior Springfield case, the original case number shall be used and a new case number issued for the outside agency's warrant. If the outside agency warrant is the only charge for the custody, a new case number shall be assigned.

III

A new SPD case number shall be assigned when evidence of a new crime is discovered during the course of an arrest in conjunction with a previously issued case number. .

Richard L. Lewis
Chief of Police