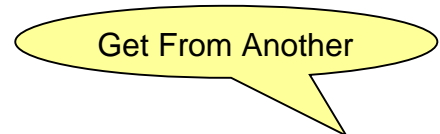# INCIDENTS:

Incidents will show you all the arrests or referrals for this person.

FROM THE MENU: Person, Incidents:

ADD

Get From Another

Incident date	Case	Incident type	Referring agency	Incident ID	Offense	Age
Add a new incident Get from another						
7/27/2013 12:55 AM	5	Paper Referral	Jackson Police Department	13-16333	1 - Aggravated Assault (TCA 39-13-102), a Felony 2 - Aggravated Assault (TCA 39-13-102), a Felony 3 - Aggravated Assault (TCA 39-13-102), a Felony 4 - Vandalism under $500 (TCA 39-14-408), a Misdemeanor 5 - Possess firearm during dangerous felony (TCA 39-17-1324), a Felony	17
6/19/2012 8:30 AM	4	Paper Referral	Madison County Juvenile Court Services		1 - Violation of a Valid Court Order, a Status Offense	15
11/7/2011 7:55 PM	3	Paper Referral	Jackson Police Department	11-26586	1 - Aggravated Robbery (TCA 39-13-402), a Felony	15
8/1/2009 12:00 AM	2	Police Custody	Other Law Enforcement Agency		1 - Vandalism, a Felony	13
11/1/2007 12:00 AM	1	Police Custody	Other Law Enforcement Agency		1 - Aggravated Criminal Tresspass, a Felony 2 - Theft of Property, a Felony	11

Get From Another

FROM THE PERSON DETAIL OR CASE DETAIL SCREEN:

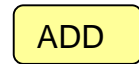- Incidents Top   Get from another
                                                                                                                              Add

7/27/2013 12:55 AM - Paper Referral referred by Jackson Police Department
    1 - Aggravated Assault (TCA 39-13-102), a Felony
    2 - Aggravated Assault (TCA 39-13-102), a Felony
    3 - Aggravated Assault (TCA 39-13-102), a Felony
    4 - Vandalism under $500 (TCA 39-14-408), a Misdemeanor
    5 - Possess firearm during dangerous felony (TCA 39-17-1324), a Felony
6/19/2012 8:30 AM - Paper Referral referred by Madison County Juvenile Court Services
    1 - Violation of a Valid Court Order, a Status Offense
11/7/2011 7:55 PM - Paper Referral referred by Jackson Police Department
    1 - Aggravated Robbery (TCA 39-13-402), a Felony
8/1/2009 12:00 AM - Police Custody referred by Other Law Enforcement Agency
    1 - Vandalism, a Felony
11/1/2007 12:00 AM - Police Custody referred by Other Law Enforcement Agency
    1 - Aggravated Criminal Tresspass, a Felony
    2 - Theft of Property, a Felony

ADD

Get from another

The GET FROM ANOTHER button is extremely helpful if you are adding an incident to the system for a co-offender. If that incident is exactly the same for both people, you can click Get from another to copy the incident.

Click on the Get person name, do a name search on the person who already has an incident in the system that you wish to copy. Click that person's name.

Copy Incident
Kevin Smith (File# 11)

Person to copy from:* [Get person name]

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The system will display all incidents for this person. Click the one you wish to copy.

Copy Incident
Kevin Smith (File# 11)

Person to copy from: **Baby Jones**
Incident to copy from:* ⦿ 11/4/2013 8:00 AM - Paper Referral referred by Benton County Sheriff's Department
    ○ 9/4/2013 2:00:28 PM - Referred by DCS referred by Department of Children Services

Click on the UPDATE button or press ALT+U to save your changes.

Adding a new incident:

▪ **Incident date/time**: The date and time the incident took place.

▪ **Case Number**: The case this incident should be linked to.

▪ **Incident Type**: Select the appropriate type.

▪ **Referring Agency**: Select the appropriate agency.

▪ **Location**: Where did this incident take place?

▪ **Geocode**: Certain area of the city, if applicable.

▪ **Incident ID**: The Police Report or Citation Number.

▪ **Blood alcohol content**: If the person was arrested for an alcohol related offense and law enforcement performed a field sobriety test and the results are on the police report, please put them here.

▪ **Notes**: Any notes about this incident if necessary.

▪ **Officer ID**: If the Officer has a User ID, you can type that in this field, otherwise click on GET OFFICER NAME and do a name search. If you don't find the officer, you will need to add them to the system. Adding a person to Quest

▪ **Agency**: If you have the Officer ID, you can skip this field. If you did a GET OFFICER NAME, you will need to indicate what agency the person works for.

▪ **Officer Role**: Make the appropriate selection regarding the officer's role in this incident.

Click on the UPDATE button or press ALT+U to save your changes.

Incident Statute Detail:

This is the charging information. Complete this screen for each count.

- **Count**: This will default to 1, then 2, then 3, etc. You can skip this field.

- **Conspiracy/attempt indicator**: If the charge is Conspiracy to commit something, or attempted to commit something, or aiding in a crime, please indicate that enhancement here.

- **Statute**:

  - **List charges containing**: This is a keyword search. There are hundreds of statutes so we can narrow the search list by typing a keyword such as mischief or theft. TAB. Click on the drop down to see the results of the search. Select the appropriate charge.

- **Location occurred**: Location of crime, if different than the location of the arrest.

- **Geocode**: Section of the city, if used.

- **Citation number**: The number on the citation, if applicable.

- **Item Type**: For example, if the charge was a Possession of Cocaine, and the officers reported the amount in person's possession, you could select Cocaine as the item type.

- **Item Amount**: You would put in the weight of the cocaine.

- **Limit**: If the charge was speeding for example, the item type would be speed, the item amount would be the speed clocked, the limit would be the speed limit, and the measure would be miles per hour.

- **Measure**: Select the appropriate measure.

Click on the UPDATE button or press ALT+U to save your changes.

Add the next charge or

Click on the CANCEL button or press ALT+C to cancel out of the current screen.