

	<b>STANDARD OPERATING PROCEDURE</b> <small>State Form 39870 (R/S-06)</small>	Reference Number <b>INV-003</b>
	Subject <b>Incident Management System (IMS)</b>	
	Special Instructions Replaces INV-003 dated January 25, 2018	Effective Date <b>April 4, 2024</b>

## **I. PURPOSE**

Establish guidelines to control and manage incident reports.

## **II. POLICY**

Any police employee who becomes aware of a crime or incident requiring police action shall immediately take the appropriate action to ensure the crime or incident is properly investigated and thoroughly documented on the appropriate initial and supplemental criminal report forms. It shall be the police employee's responsibility to ensure all initial and supplement reports are completed and submitted within the established timeframes as outlined in the Incident Management System (IMS) Manual, formally referred to as the Case or Records Management System.

## **III. PROCEDURE**

### A. Incident Management System (IMS)

1. Police employees shall cause an investigation of all criminal and non-criminal complaints reported to them or which come to their attention which requires a police action.

2. All police employees shall adhere to the procedures and timelines contained within the IMS Manual, as well as this SOP.

a. All information within an Initial Criminal Incident Report (ICIR) shall only be accessed for investigative or job specific administrative purposes. This is in conjunction with IMS-007, Section III of the IMS Manual.

3. Reports:

a. Initial Criminal Incident Report (ICIR) – Documents a criminal investigation. An ICIR and all included documents may only be released with a proper legal subpoena.

b. News Release Information form – Provides public details (for media release) to an initial criminal incident report/investigation.

c. Supplemental Report – Documents new or additional information or changes of status to an existing case or evidence within the case or may document investigative assistance provided by other Department police employees.

4. An ICIR report number shall be drawn by the assigned officer no later than the end of the shift on the day the officer becomes aware of the crime or incident.

5. A supervisor shall review, approve or return for corrections their subordinates' incident reports within 14 days of submission, unless extended by the DIC.
  6. ICIR numbers shall be assigned utilizing the Computer Aided Dispatch (CAD) system.
  7. ICIR reports shall not contain intelligence information.
  8. An officer assigned a case shall advise dispatch personnel of required action, including entering and/or canceling IDACS/NCIC entries, and shall document the action in either the original ICIR or a supplemental ICIR.
- B. When a child is arrested for an offense listed in IC 31-37-4-3, the arresting officer shall notify the Chief Administrative Officer or the Superintendent of the school district where the child is enrolled (including during summer vacation) within 48 hours of the arrest. The child's name and the reason for the arrest may be released; other information considered confidential under state or federal law may not be disclosed to the school or school administrators.
- C. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.