Incident segment tabs. After entering data on each page you **must** click "save" tab.

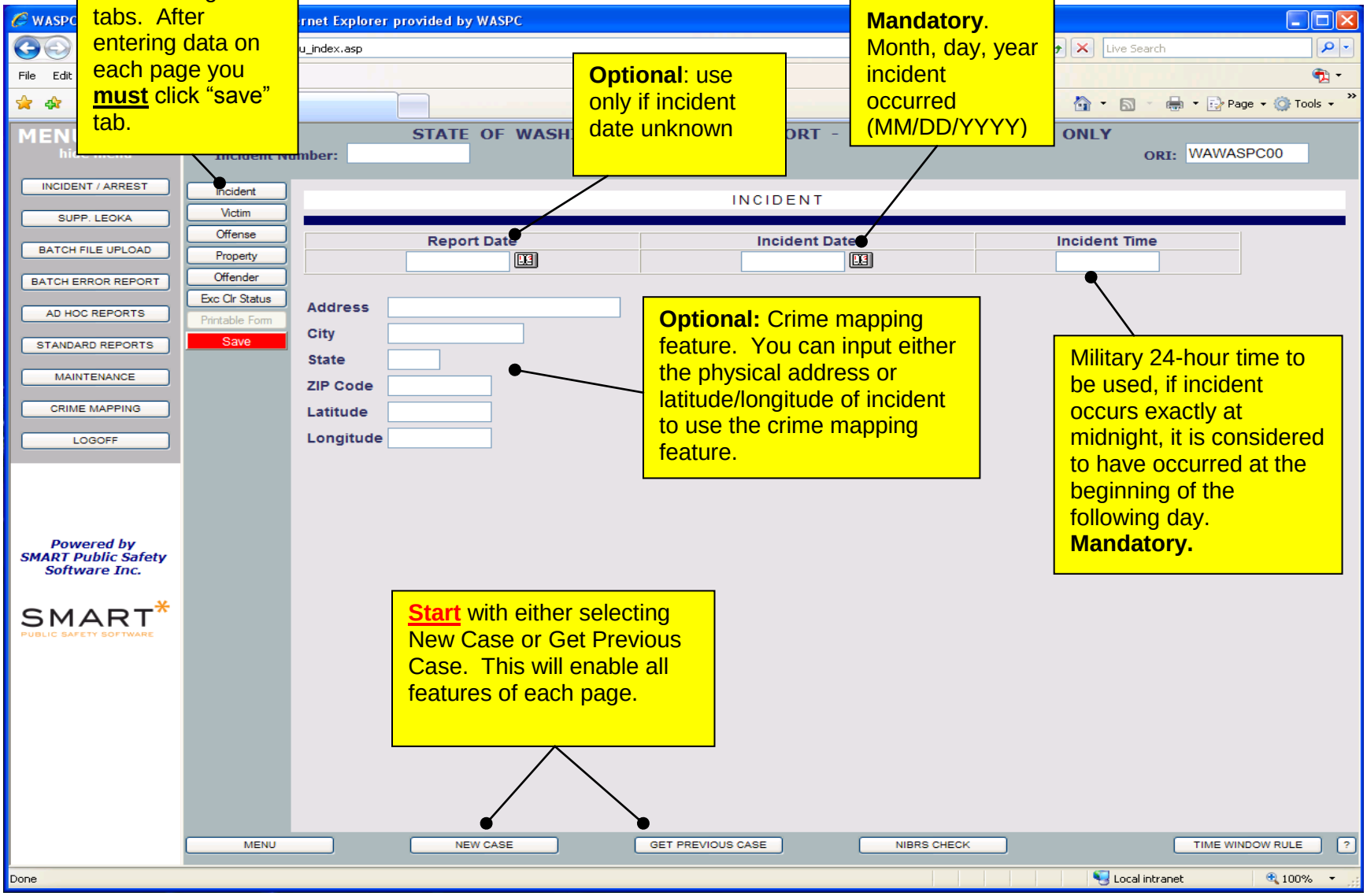
**Optional**: use only if incident date unknown

**Mandatory**. Month, day, year incident occurred (MM/DD/YYYY)

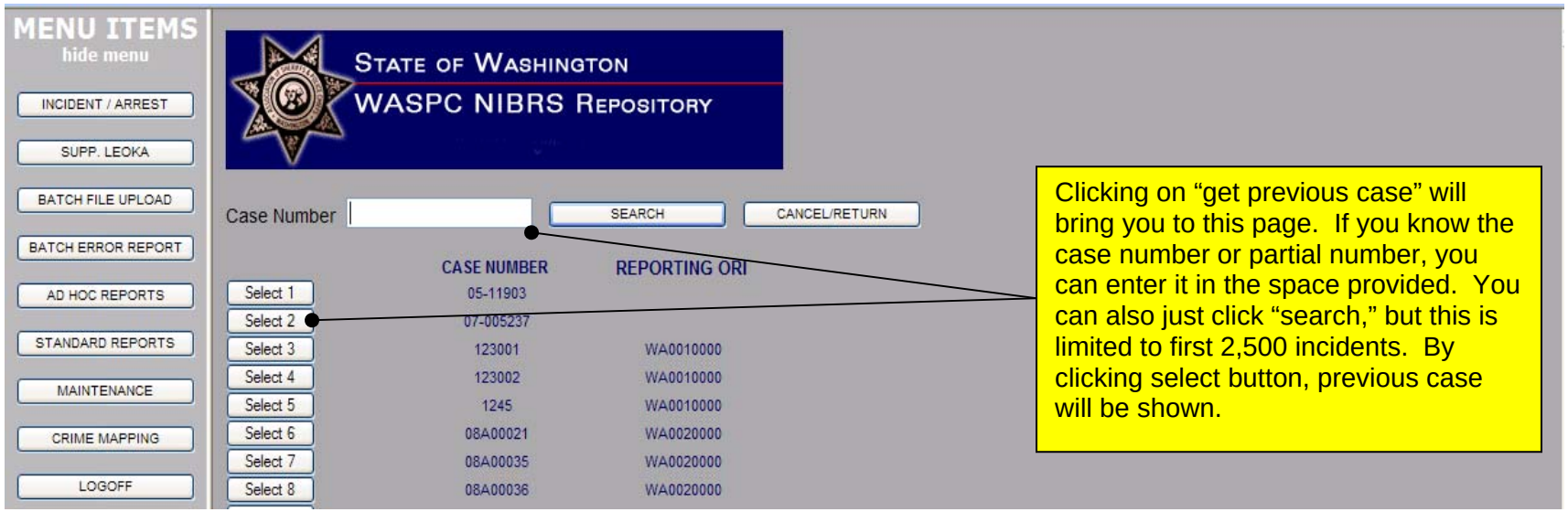
**Optional:** Crime mapping feature. You can input either the physical address or latitude/longitude of incident to use the crime mapping feature.

Military 24-hour time to be used, if incident occurs exactly at midnight, it is considered to have occurred at the beginning of the following day. **Mandatory.**

**Start** with either selecting New Case or Get Previous Case. This will enable all features of each page.



MENU ITEMS
hide menu
INCIDENT / ARREST
SUPP. LEOKA
BATCH FILE UPLOAD
BATCH ERROR REPORT
AD HOC REPORTS
STANDARD REPORTS
MAINTENANCE
CRIME MAPPING
LOGOFF
Powered by
SMART Public Safety
Software Inc.
SMART
PUBLIC SAFETY SOFTWARE
STATE OF WASHINGTON
WASPC NIBRS REPOSITORY
Agency : WAWASPC00
Case Number :
OK
CANCEL
Clicking "New Case" will bring you to this screen where you enter in the case number. Clicking "ok" will take you back to the original start page. The case number and agency number will populate on each page. **Mandatory**.
Done
Local intranet
100%




Clicking on “get previous case” will bring you to this page. If you know the case number or partial number, you can enter it in the space provided. You can also just click “search,” but this is limited to first 2,500 incidents. By clicking select button, previous case will be shown.

**Start** with adding each victim separately, number of victim (up to 999). **Mandatory**.

Type of victim for the offense committed. Only one type is reported for each victim. **Mandatory**.

Race, Sex, Age and Ethnicity are **mandatory** if victim is "I" individual. Resident status is **optional**.

show menu

Incident Number:

Incident
Victim
Offense
Property
Offender
Exc Clr Status
Printable Form
Save

VICTIM

0 of 0 <<< >>> ADD VICTIM

| Victim Type | Resident | Race | Sex | Age | Ethnicity |
|---|---|---|---|---|---|
| [Select] | [Select] | [Select] | [Select] | | [Select] |

Injury Type

| | | | | |
|---|---|---|---|---|
| [Select] | [Select] | [Select] | [Select] | [Select] |

Special Circumstances

First Aggravated Assault/Homicide Circumstances [Select]

Second Aggravated Assault/Homicide Circumstances [Select]

Additional Justifiable Homicide Circumstances [Select]

LEOKA

Type of Activity [Select]

Type of Assignment [Select]

ORI-Other Jurisdiction

Describe the type of bodily injury suffered. Only if victim is individual. Offenses include: Kidnapping/Abduction, Rape, Sodomy, Sex Assault with Object, Forcible Fondling, Robbery, Aggravated Assault, Simple Assault, and Extortion/Blackmail

Circumstances are to be reported for each victim for Aggravated Assault, Murder, Negligent manslaughter and justifiable homicide. Do not include traffic fatalities or accidental deaths

To be filled if victim is Law Enforcement Officer.

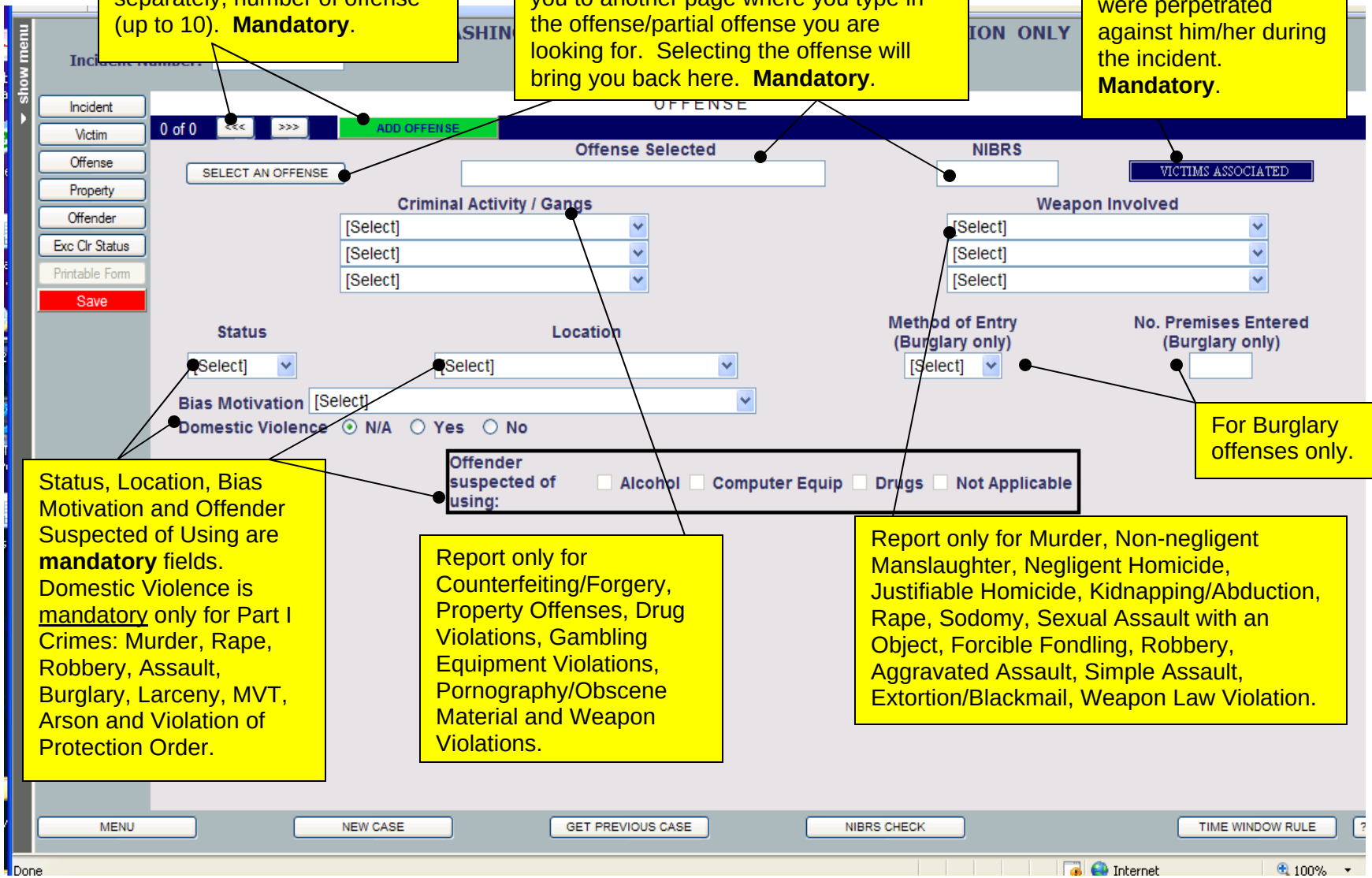
MENU | NEW CASE | GET PREVIOUS CASE | NIBRS CHECK | TIME WINDOW RULE

Done | Internet | 100%

**Start** with adding each offense separately, number of offense (up to 10). **Mandatory**.

Click "Select an Offense," this will take you to another page where you type in the offense/partial offense you are looking for. Selecting the offense will bring you back here. **Mandatory**.

For each victim, report the offense(s) which were perpetrated against him/her during the incident. **Mandatory**.

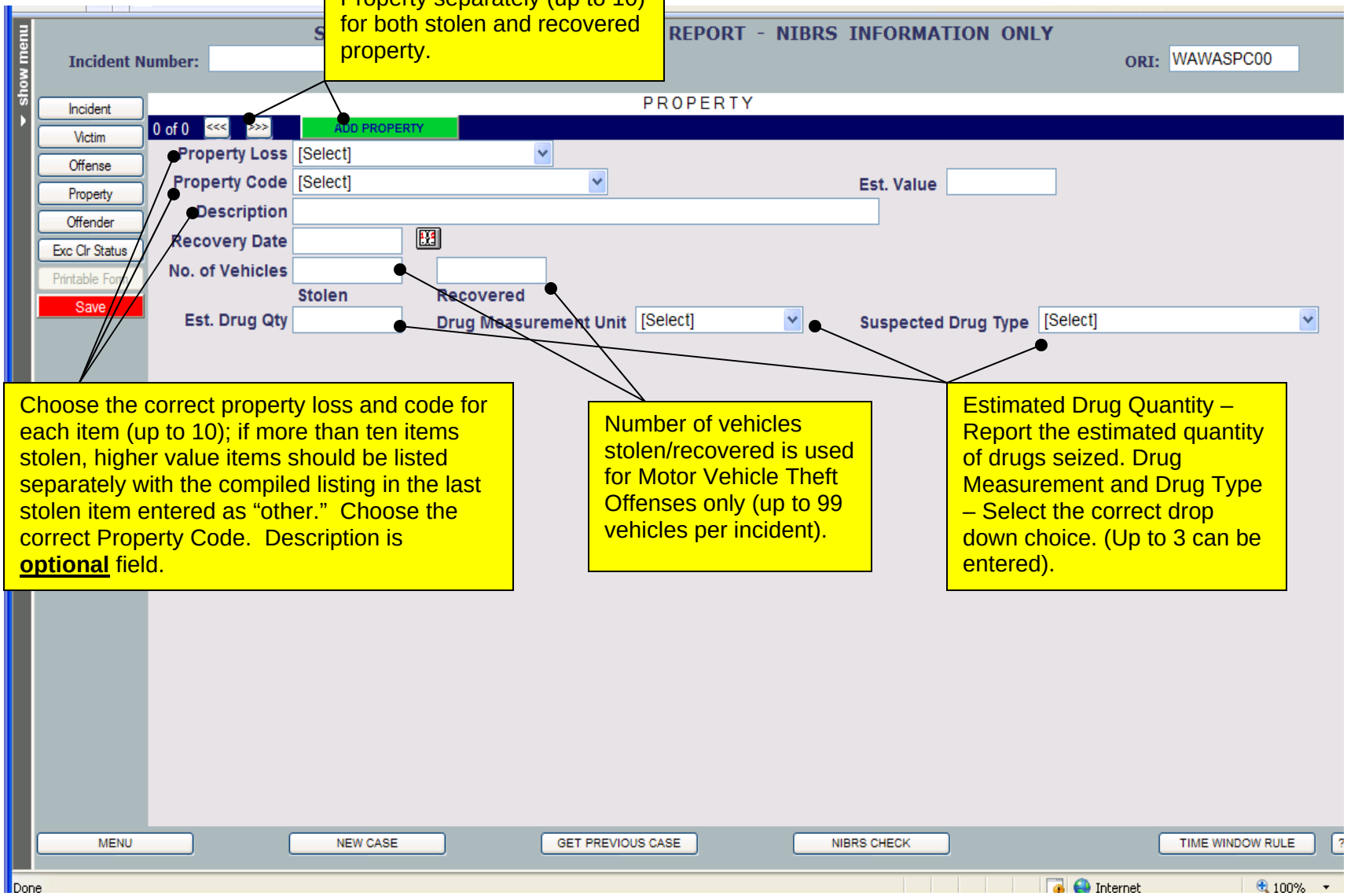



For Burglary offenses only.

Status, Location, Bias Motivation and Offender Suspected of Using are **mandatory** fields. Domestic Violence is <u>mandatory</u> only for Part I Crimes: Murder, Rape, Robbery, Assault, Burglary, Larceny, MVT, Arson and Violation of Protection Order.

Report only for Counterfeiting/Forgery, Property Offenses, Drug Violations, Gambling Equipment Violations, Pornography/Obscene Material and Weapon Violations.

Report only for Murder, Non-negligent Manslaughter, Negligent Homicide, Justifiable Homicide, Kidnapping/Abduction, Rape, Sodomy, Sexual Assault with an Object, Forcible Fondling, Robbery, Aggravated Assault, Simple Assault, Extortion/Blackmail, Weapon Law Violation.

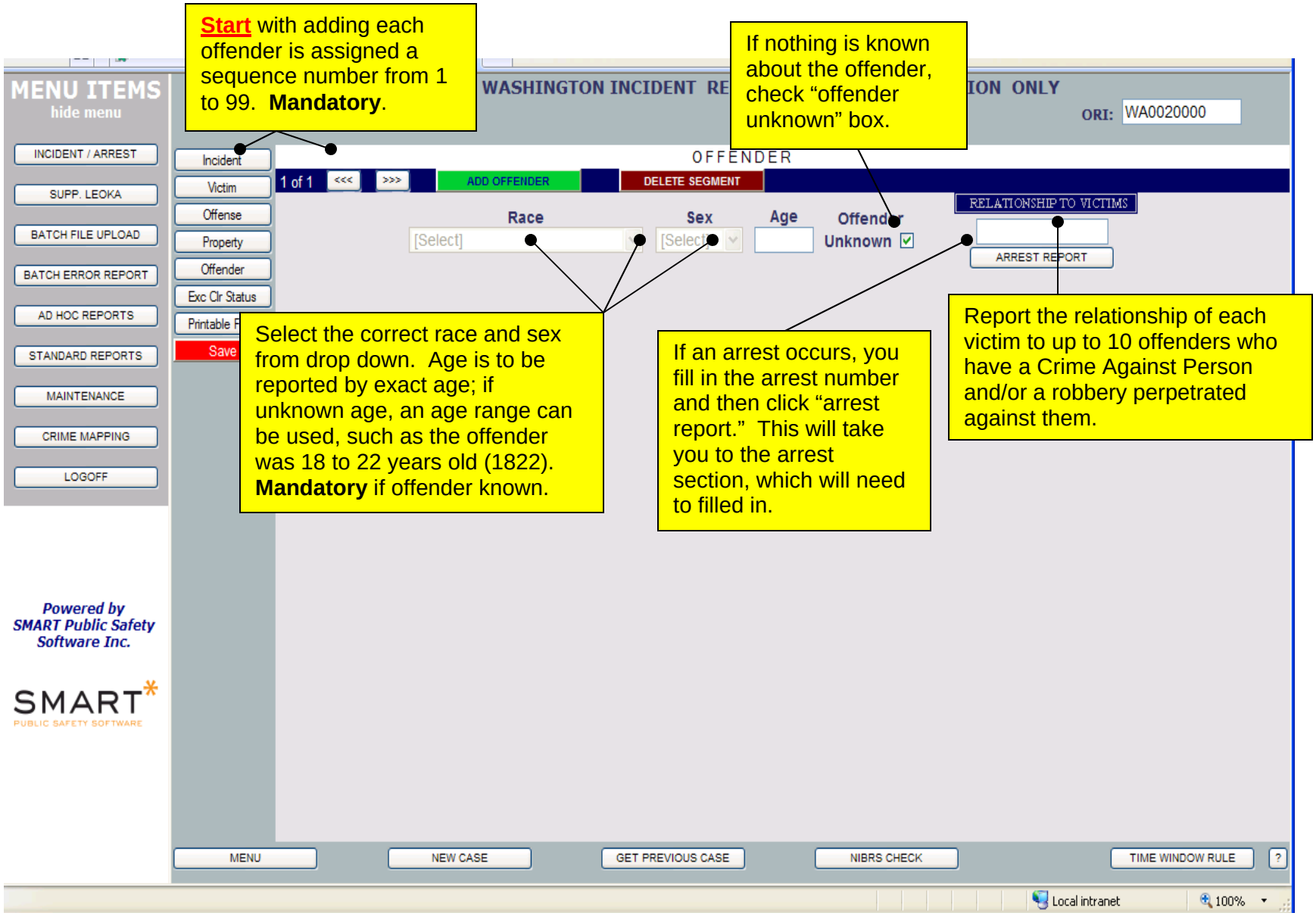



**Start** with adding each Property separately (up to 10) for both stolen and recovered property.

Choose the correct property loss and code for each item (up to 10); if more than ten items stolen, higher value items should be listed separately with the compiled listing in the last stolen item entered as "other." Choose the correct Property Code. Description is **optional** field.

Number of vehicles stolen/recovered is used for Motor Vehicle Theft Offenses only (up to 99 vehicles per incident).

Estimated Drug Quantity – Report the estimated quantity of drugs seized. Drug Measurement and Drug Type – Select the correct drop down choice. (Up to 3 can be entered).



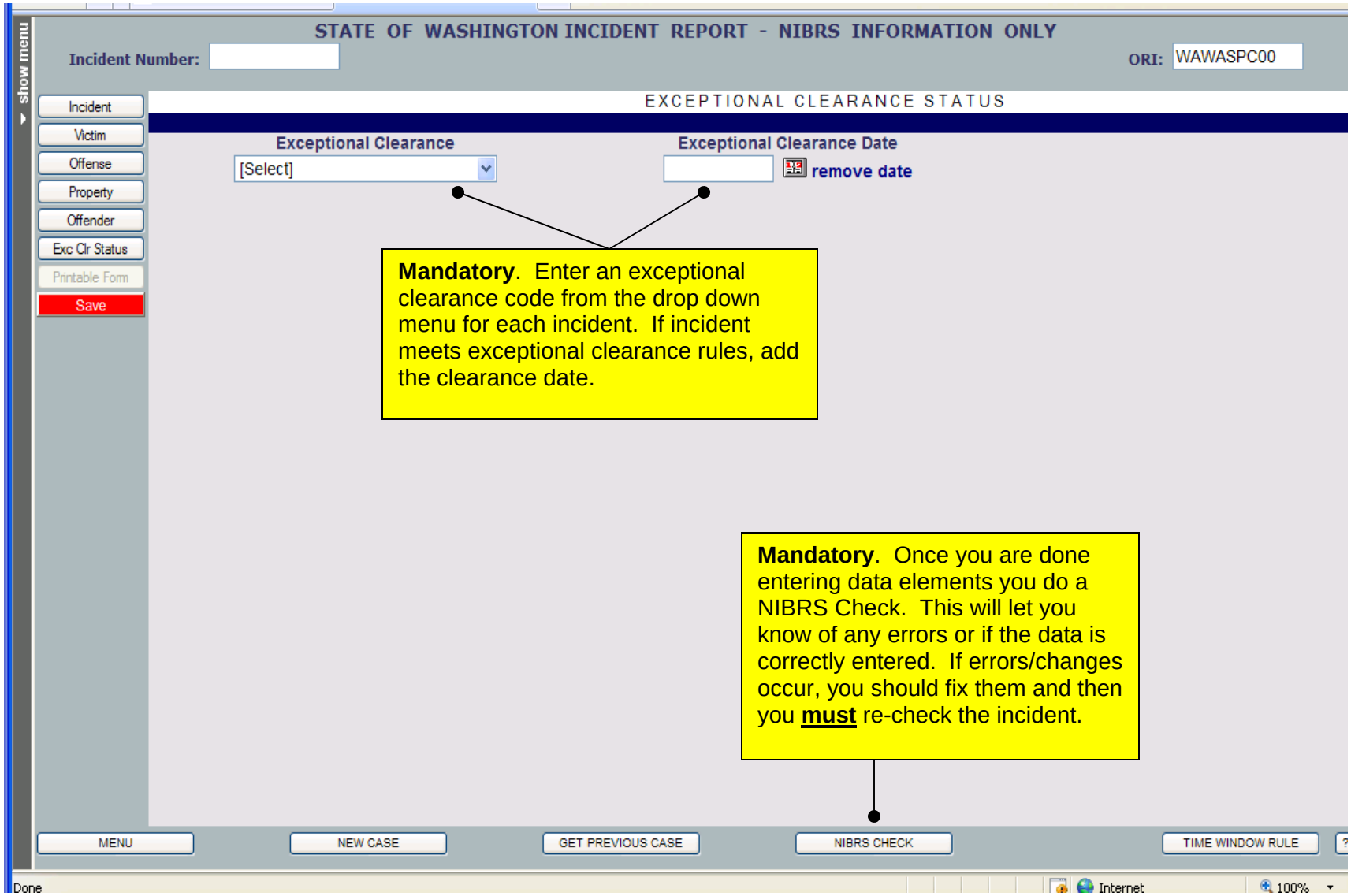

**Start** with adding each offender is assigned a sequence number from 1 to 99. **Mandatory**.

If nothing is known about the offender, check "offender unknown" box.

Select the correct race and sex from drop down. Age is to be reported by exact age; if unknown age, an age range can be used, such as the offender was 18 to 22 years old (1822). **Mandatory** if offender known.

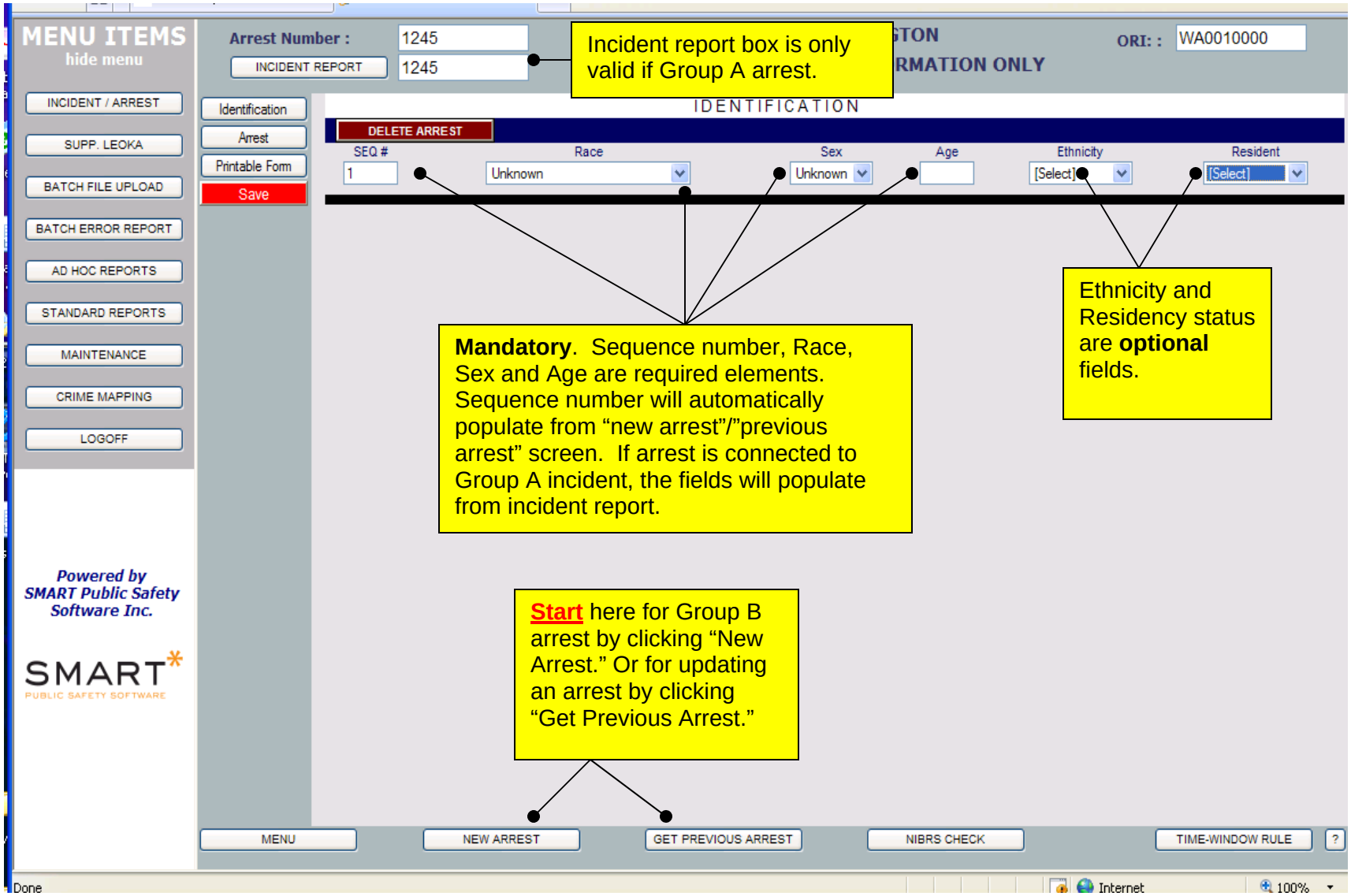
If an arrest occurs, you fill in the arrest number and then click "arrest report." This will take you to the arrest section, which will need to filled in.

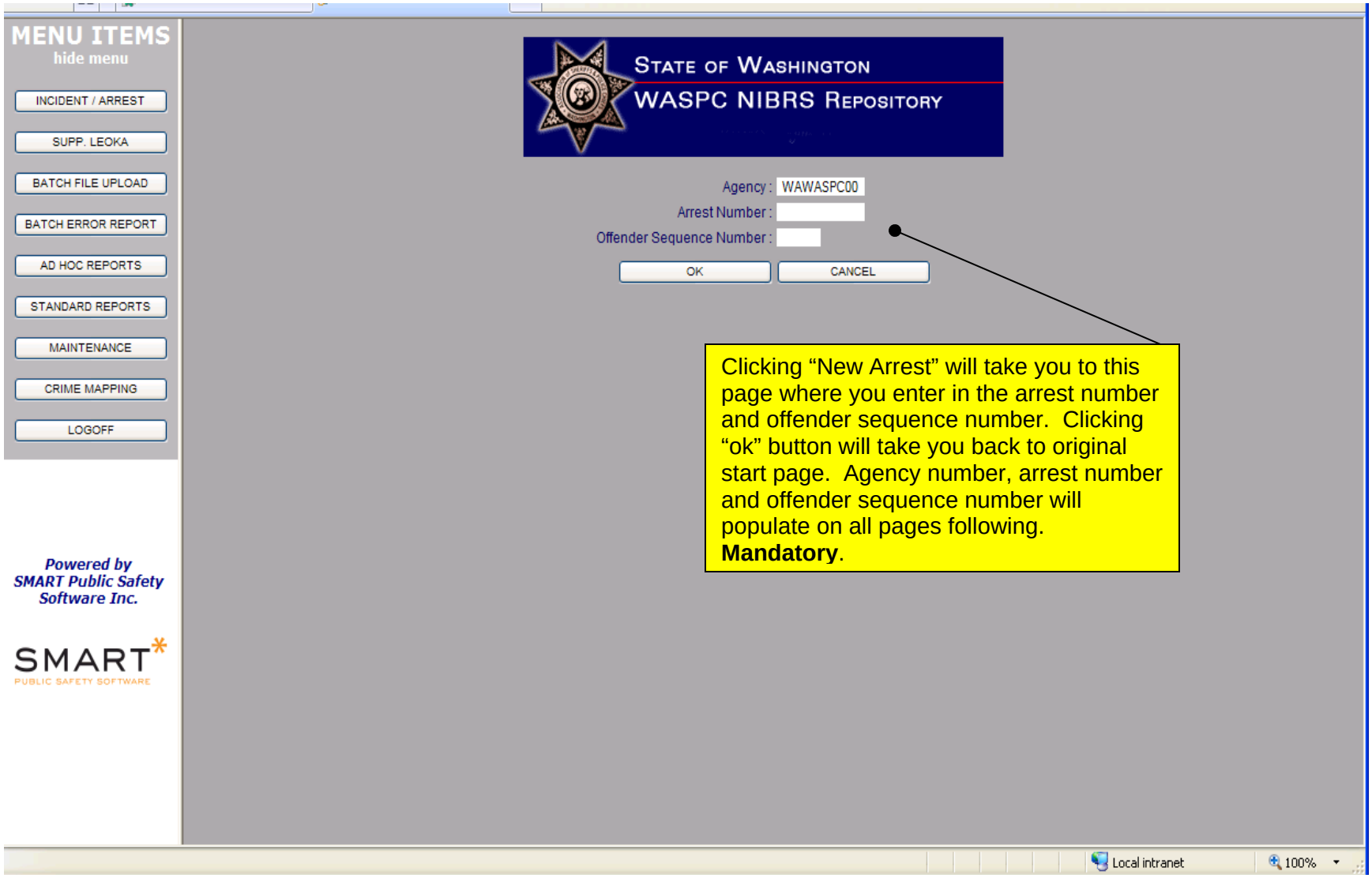
Report the relationship of each victim to up to 10 offenders who have a Crime Against Person and/or a robbery perpetrated against them.




**Mandatory**. Enter an exceptional clearance code from the drop down menu for each incident. If incident meets exceptional clearance rules, add the clearance date.

**Mandatory**. Once you are done entering data elements you do a NIBRS Check. This will let you know of any errors or if the data is correctly entered. If errors/changes occur, you should fix them and then you **must** re-check the incident.


MENU ITEMS
hide menu
INCIDENT / ARREST
SUPP. LEOKA
BATCH FILE UPLOAD
BATCH ERROR REPORT
AD HOC REPORTS
STANDARD REPORTS
MAINTENANCE
CRIME MAPPING
LOGOFF
Powered by SMART Public Safety Software Inc.
SMART
PUBLIC SAFETY SOFTWARE
Arrest Number :
1245
INCIDENT REPORT
1245
Incident report box is only valid if Group A arrest.
ORI: :
WA0010000
Identification
Arrest
Printable Form
Save
IDENTIFICATION
DELETE ARREST
SEQ #
Race
Sex
Age
Ethnicity
Resident
1
Unknown
Unknown
[Select]
[Select]
Ethnicity and Residency status are optional fields.
Mandatory. Sequence number, Race, Sex and Age are required elements. Sequence number will automatically populate from "new arrest"/"previous arrest" screen. If arrest is connected to Group A incident, the fields will populate from incident report.
Start here for Group B arrest by clicking "New Arrest." Or for updating an arrest by clicking "Get Previous Arrest."
MENU
NEW ARREST
GET PREVIOUS ARREST
NIBRS CHECK
TIME-WINDOW RULE
?
Done
Internet
100%


MENU ITEMS
hide menu
INCIDENT / ARREST
SUPP. LEOKA
BATCH FILE UPLOAD
BATCH ERROR REPORT
AD HOC REPORTS
STANDARD REPORTS
MAINTENANCE
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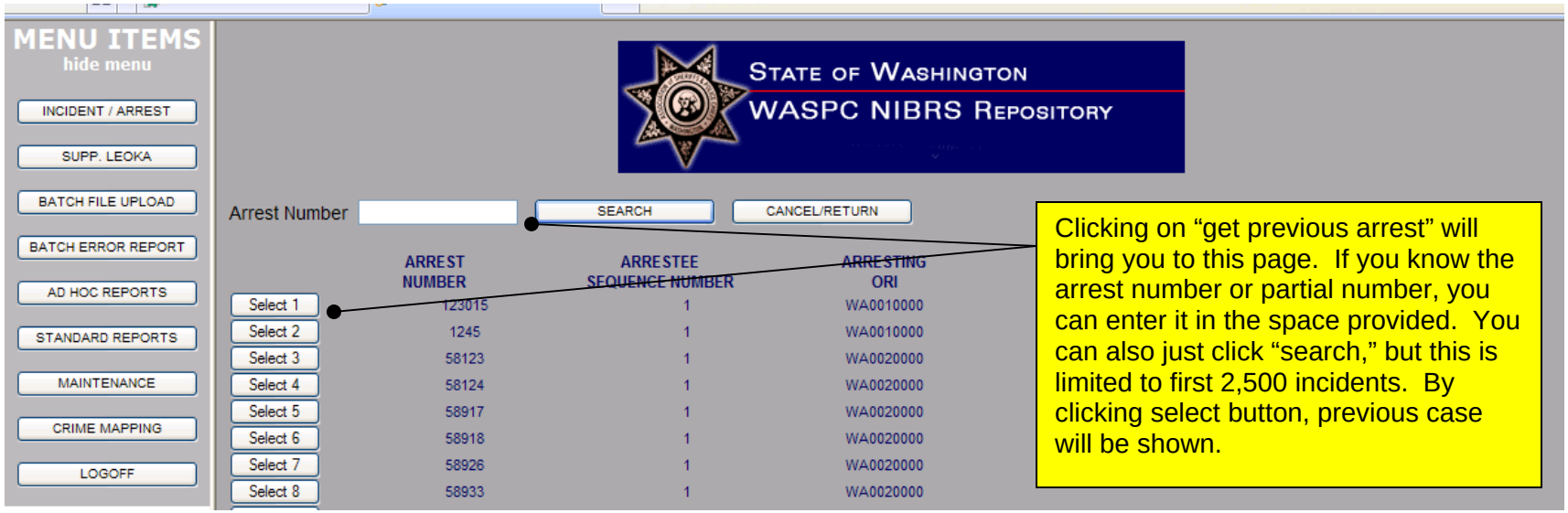
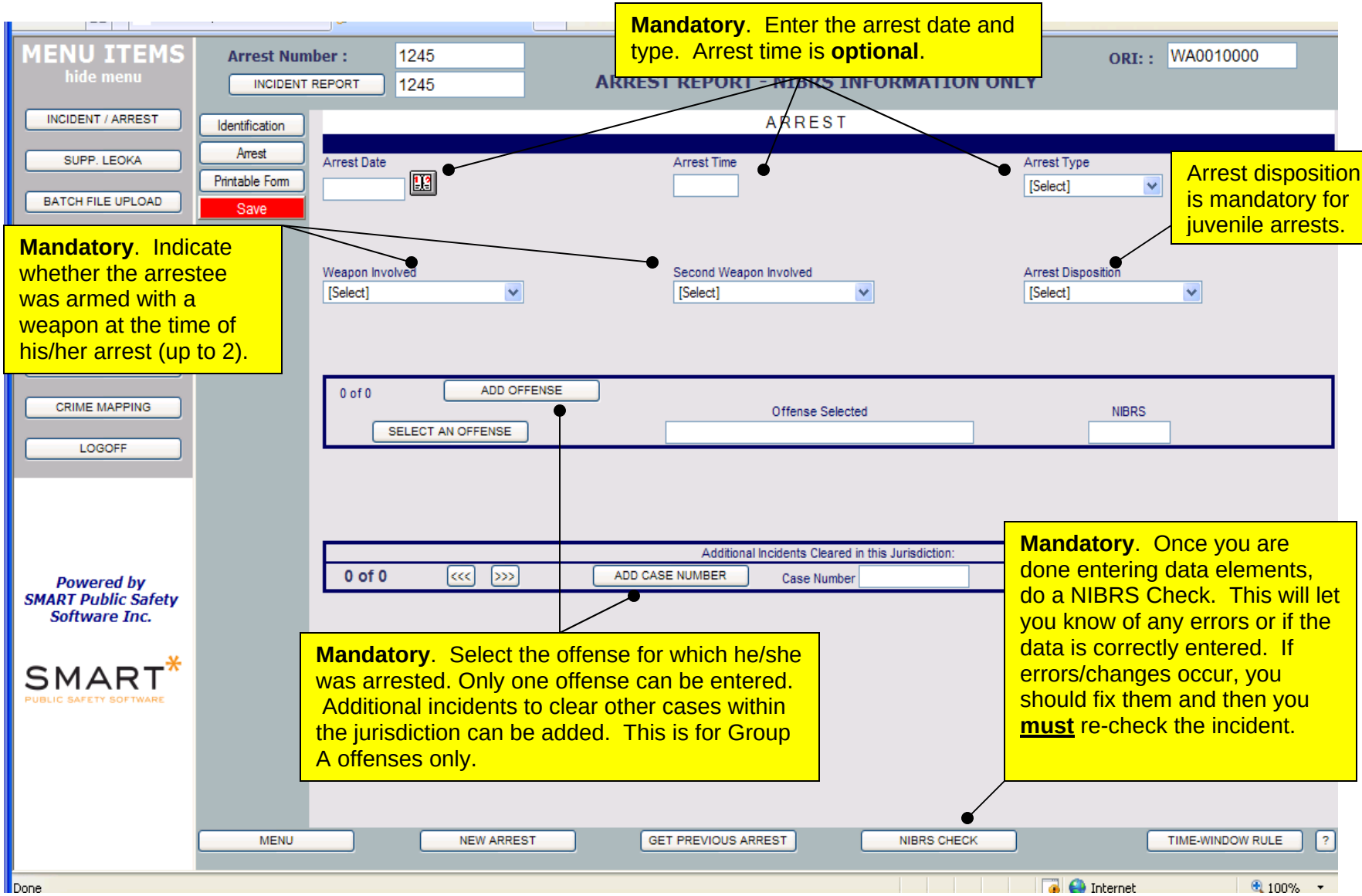
Powered by
SMART Public Safety
Software Inc.
SMART
PUBLIC SAFETY SOFTWARE
STATE OF WASHINGTON
WASPC NIBRS REPOSITORY
Agency : WAWASPC00
Arrest Number :
Offender Sequence Number :
OK
CANCEL
Clicking "New Arrest" will take you to this page where you enter in the arrest number and offender sequence number. Clicking "ok" button will take you back to original start page. Agency number, arrest number and offender sequence number will populate on all pages following. **Mandatory**.
Local intranet
100%




Clicking on “get previous arrest” will bring you to this page. If you know the arrest number or partial number, you can enter it in the space provided. You can also just click “search,” but this is limited to first 2,500 incidents. By clicking select button, previous case will be shown.




**Mandatory**. Enter the arrest date and type. Arrest time is **optional**.

Arrest disposition is mandatory for juvenile arrests.

**Mandatory**. Indicate whether the arrestee was armed with a weapon at the time of his/her arrest (up to 2).

**Mandatory**. Select the offense for which he/she was arrested. Only one offense can be entered. Additional incidents to clear other cases within the jurisdiction can be added. This is for Group A offenses only.

**Mandatory**. Once you are done entering data elements, do a NIBRS Check. This will let you know of any errors or if the data is correctly entered. If errors/changes occur, you should fix them and then you **must** re-check the incident.