

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2406
SUBJECT Case Numbering System		
REVISED		
REFERENCE SCLEA 14.6	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for a case numbering system.

B. POLICY

A single numbering series (case or incident number) is employed for all incidents of law enforcement service, including traffic accident investigations, criminal investigations, and miscellaneous calls for law enforcement service. Some activities, such as the issuance of uniform tickets, need not be recorded as numbered cases; the ticket itself serves as the report. The numbering system is designed to ensure that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.

C. PROCEDURES

1. Case Numbering System (SCLEA 14.6)
 - a. A single numbering series is employed for all incidents of law enforcement service by the City of Anderson Police Department. This includes all incident reports, traffic accident reports, and miscellaneous calls for law enforcement services.
 - b. The case numbering system used by the City of Anderson Police Department Records Unit requires the assignment of a unique case number to every case.

- c. The Anderson County Central Dispatch Computer Aided Dispatch (CAD) system automatically numbers each call-for-service regardless of whether it is generated by a citizen or by an officer. The CAD number is the same number used by the City of Anderson Police Department's SCIBRS (UCR) reporting system. Under this procedure, no number will be duplicated or omitted.
- (1) Case numbers are assigned consecutively by Anderson County Central Dispatch for each call-for-service within each calendar year in a numerical sequence.
 - (2) Each case number consists of at least seven digits, beginning with the last two digits of the year, then the call-for-service (CAD) number.
 - (a) The unique case number (CAD#) from Anderson County Central Dispatch will be applied to the report(s) that are related to a specific CAD event (call-for-service).
 - (b) For example, the 841st call in calendar year 2010 will be listed as 10-00841 the 37,123rd call in calendar year 2010 will be listed as 10-37123.
 - (c) Until the City of Anderson Police Department gets to the point where call volume reaches 100,000 in a single calendar year, the case number will consist of exactly seven digits.

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date