

**CAMBRIDGE POLICE DEPARTMENT**

**Title:** ***INITIAL INCIDENT RECORDING  
AND OFFICER STATUS TRACKING***

**Procedure: 5.313**

**Date Issued:**

**Revised:**

**PURPOSE:**

To outline an incident reporting system to be used by communications personnel.

the disposition of the call or service request.

To provide for a method of tracking and reporting officer status.

2. This information will be entered into the Computer database by communications center personnel. These recordings will help evaluate non-patrol time for planning purposes.

The Department will maintain a comprehensive reporting system to record requests for police service. Part of that system will include the continual monitoring of the status of field units to ensure both officer safety and prompt delivery of police services to the public.

3. Each service request will be assigned a unique incident control number. This number will serve as the basis for the filing of reports associated with the incidents.

**PROCEDURE:**

1. Certain information will be recorded for all requests for police service. This information will include, but shall not be limited to:

the date and time of the service request;

the name and address of the complainant (if known);

the nature of the service request;

the location of the reported incident;

the time the request was dispatched and the primary officer assigned;

the time of police arrival;

the identification of all assisting units;

the time the officers returned to service;

the incident control number (INC number) assigned to the service request; and,

4. As much relevant information as possible should be obtained by communications center personnel to enhance officer safety and assist officers in anticipating the conditions to be encountered at the scene. Careful attention should be paid to obtaining information during in-progress or potentially serious incidents and such information shall be promptly disseminated to responding units.

5. Communications center personnel will monitor officer status. They will verify and update each officer's status as often as necessary depending on the type of call.