



Field Base Reporting Outage Action Plan

In the event Field Based Reporting (FBR) is not accessible and you need to book any type of evidence, submit a priority report, or document a use of force review, you will need to take the following steps:

Property & Evidence

Patrol Personnel

- Book the evidence using the **CAD Incident Number** instead of the **DR Number**
- Once FBR is available a **DR Number** will be generated and assigned to your incident
- Once the **DR Number** is received, the Deputy **must** contact Property & Evidence and relay the associated **CAD Incident Number** and **DR Number** so that booked items can be updated

All Other Department Personnel

- Notify Dispatch of the incident, Dispatch will create a self-clearing call and provide you a **CAD Incident Number**
- Once FBR is available a **DR Number** will be generated and assigned to your incident
- Once the **DR Number** is received, the Department Personnel **must** contact Property & Evidence and relay the associated **CAD Incident Number** and **DR Number** so that booked items can be updated

Priority Reports

If there is a situation where a criminal report **must** be documented immediately, you need to follow these steps to complete a paper report:

- Go to the My18 Homepage and **select** Resources, Department, and locate Document Center
- Once you select Document Center, type Initial Crime Report in the search box located to the left
- Locate the "Initial Crime Report.docx" and begin your crime report
- Submit the report to the supervisor for review
- Email a copy of the approved report to [REDACTED] and pony the original copy to Stats. (Reporting Officer may be required to input report data into FBR once it is back online)

Use of Force

The Use of Force Review can be started in CRM using **"PENDING"** as a substitute for the DR Number field.

Please direct questions or concerns to Field Based Reporting via email [REDACTED]

