

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Case Numbering		CHAPTER/SECTION NO.: 54.11	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 82.2.2			

## 54.11 Policy

- 54.11.1 Case numbers will be assigned, and a report completed for the following types of incidents:
- A. Citizen reports of crime.
  - B. Citizen complaints.
  - C. Citizen request for service.
  - D. Criminal and non-criminal cases initiated by law enforcement officers.
  - E. Incidents involving arrests and criminal citations.
- 54.11.2 Numbers used will be the number assigned to the incident by the communications center.
- 54.11.3 Care will be exercised to ensure that every case is assigned a number and that each case has a different number.