

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Case Numbering System		CHAPTER/SECTION NO.: 54.12	
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: 82.2.3			

## 54.12 Policy

54.12.1 Each call for service and case are assigned numbers in chronological sequence in the order they are received.

A. Each case is assigned its own number.

54.12.2 The case number system begins with the current year (i.e., 99), followed by a five digit number beginning on January 1st of each year.

54.12.3 The master log is established in a computer entry format and automatically forwards sequential numbers in order for case assignment. This ensures that numbers are not omitted or duplicated. The master log is operated and maintained by the Weber Area Consolidated Dispatch Center (WACDC).