4-02/010.10 - Sequence Number

The sequence number of reports for each calendar year will begin with number 00001 and may continue in sequence up to and including 99999. These numbers will be obtained through the patrol stations/units when reporting crimes or incidents occurring in patrol station/unit areas. The same sequence number shall be issued for each related occurrence to maintain statistical accuracy.

Sequence numbers for non-patrol station/units will be obtained from the locations specified under section 4-02/020.00. The control records for the assignment of numbers is described in the following subsection.