

1-05/080.00 Reference Number System

When an incident occurs that requires a written report(s), personnel at the Branch will call the Bureau operations staff and request a reference number. The operations staff will access the Reference Number System and issue the reference number for all reports associated with that event. Once the reference number has been issued to the requestor, the reference number shall be written at the top of each report(s). In some events an URN may also be required. The Reference Number system issues a unique number specific to the requesting Unit.

Bureau/Unit

Reporting District	Year	Date	Incident Number
4400	2005	704	101

The Reference Number system then creates an electronic file number listing all reports associated with that event. All reports pertaining to this number will be entered into the Reference Number System. Each Bureau/Unit will have a reference log and their own Reporting District (RD).

Court Services Division Headquarters	4000
Central Bureau	4050
East Bureau	4100
West Bureau	4400
Civil Management Unit	4200

Whenever an incident occurs that encompasses one or more of the following events, a reference number shall be drawn by the Branch and issued by the Bureau/Unit.

- Incident requiring a SH-AD 49
- Force Incident
- Erroneous Release
- Inmate Complaint
- Mental Observation
- Inmate Injury
- Inmate Incident
- Employee Injury
- Other incidents as directed by Court Services Division

Reference numbers will be drawn in addition to urn numbers, should it be required. For further information refer to the Court Services Division reference number training manual.