



Criminal Reporting Procedures

1.0 General

- 1.1 All matters requiring police attention must be recorded within the Integrated Constabulary Automated Network (ICAN) system.
- 1.2 Except for cases with security restrictions, police officers have twenty-four (24) hour access to ICAN reports
- 1.3 Unless circumstances prevent it, police officers shall use the ICAN system to document events and to follow up activity.
 - a. Some exceptions may include when:
 - (1) technical problems prevent use; and/or
 - (2) operational requirements prevent otherwise.
- 1.4 All fields must contain the pertinent information; this will ensure the successful retrieval of information when using data queries.
- 1.5 When computer access to ICAN is not available police officers shall complete the necessary reports using hardcopies of forms.
- 1.6 Platoon Commanders or their designate shall ensure:
 - a. the daily duty roster is entered on CAD by the patrol NCO;
 - b. that police officers assigned to operational duties sign on by notifying the Dispatcher at the beginning of their shift after they have received their unit numbers and patrol areas;
 - c. prompt notification of the Communications Centre staff of any reassignment (e.g., vehicles, portable radios, etc.); and
 - d. at the end of the shift that members sign off by notifying the Dispatcher.