

Quick Step CRIS Process Guide

- Burglary (4120)**
- Enter details of report into CRIS
 - 'Create CARD' event for SOCO (4Q)
 - 'Send to NIA'
 - 'Update CARD' (this populates the NIA file number into the original 4Q CARD event - include alternative contact details at this point)
 - Complete NIA entry, e.g. links and description
 - Return to CRIS Service Request
 - 'Create PAF' and 'Create VSR' (if requested)
 - Select 'Complete'

Note: If a firearm or ammunition has been taken in a burglary, the following must also be completed

- 'Create CARD' event for Dispatcher (2I)
 - Priority P3
 - 'Update CARD'
 - Create the firearm and ammunition, even if there are no serial numbers
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- Unlawfully Takes Motor Vehicle (4211)**
- Query Vehicle in NIA to ascertain if vehicle is flagged or previously queried (continue with the report if there are no matches)
 - Enter details of report into CRIS
 - 'Create Broadcast' event for Dispatcher (4Q)
 - 'Send to NIA'
 - 'Update CARD' (this populates the NIA file number into the original Broadcast event)
 - Complete NIA entry, e.g. links and description
 - Return to CRIS Service Request
 - 'Create PAF' and 'Create VSR' (if requested)
 - Select 'Complete'

Note: if more than one vehicle is stolen, create an offence for each vehicle

- Other Occurrences**
- Enter details of report into CRIS
 - 'Send to NIA'
 - Complete NIA entry, e.g. links and description
 - Return to CRIS Service Request
 - 'Create PAF' and 'Create VSR' (if requested)
 - Select 'Complete'
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Advice

- Enter details of Advice into CRIS
- Must include the callers details (name, address and phone numbers)
- Select 'Complete'
- Select '2P' as the event type for the Reporting CARD event
- Select '1' as the closing result

Fast track

- Select 'Fast Track'
 - Must include the Event Type and Event Number from CARD as the reason
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