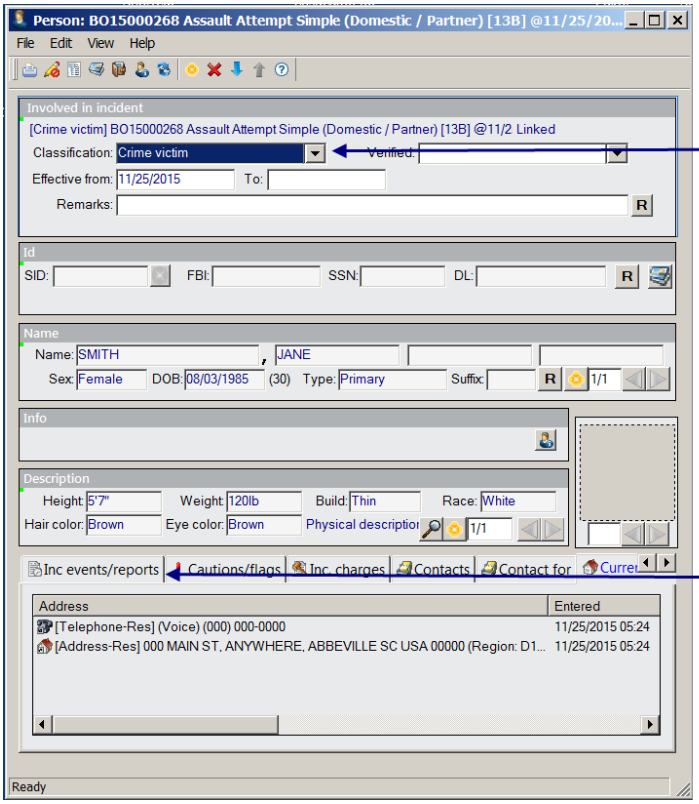
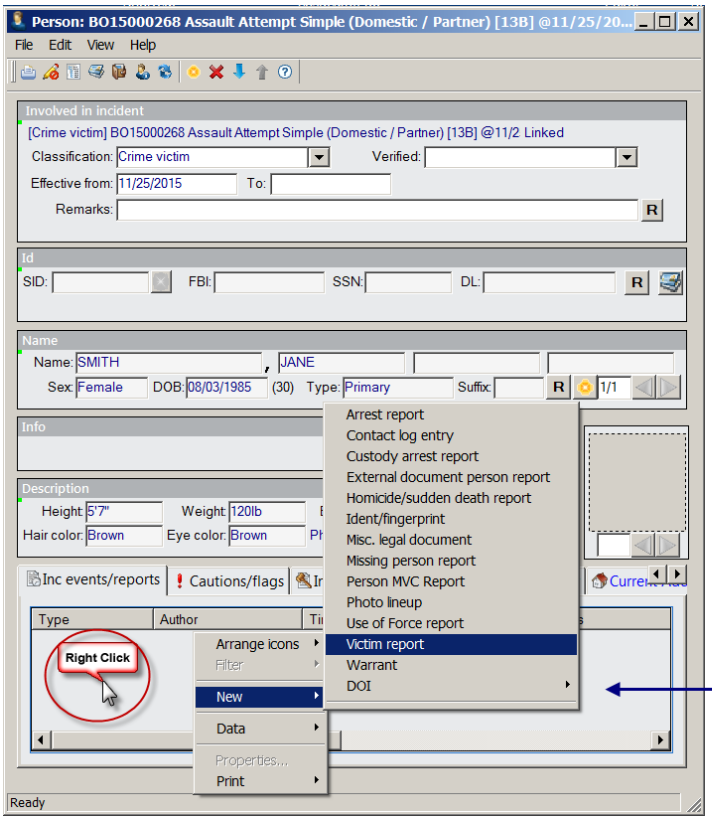
Creating Victim Reports in IMARS



When adding the victim as an "involved Person", ensure that you indicate that the person is classified as a "Crime victim".

After completing all the identifying victim information, click on the "Inc events/reports" tab.



In the large box at the bottom of the screen, right click. Then select "New" then "Victim report".

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: Sexual assault kit: time:

Victim

Resident status:

Circumstances:

Justifiable homicide circumstances:

Injury type: Weapon causing injury: Not applicable

Victim services

Victim services notified: Victim services accepted:

Linked: Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Date/time in the past. F3 or ENTER to display calendar

The victim report will appear. As a general rule, it is recommended to start at the top and work your way down through the form.

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status:

Circumstances:

Justifiable homicide circumstances:

Injury type: Weapon causing injury: Not applicable

Victim services

Victim services notified: Victim services accepted:

Linked: ☐ Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Date/time in the past. F3 or ENTER to display calendar

If a sexual assault kit is collected, it can be indicated at the top of the form.

The following images will show the selections that can be made for each data field.

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident
- Non-resident
- Resident
- Unknown

Circumstances:

Justifiable homicide circumstances:

Injury type: Weapon ca le

Victim services

Victim services notified: Victim services accepted:

Linked: ☐ Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Not applicable

- ☑ Argument
- ☐ Assault on law enforcement officer(s)
- ☐ Child playing with weapon
- ☐ Criminal killed by police officer
- ☐ Criminal killed by private citizen
- ☐ Drug dealing
- ☐ Gangland (organized crime involvement)
- ☐ Gun-cleaning accident
- ☐ Hunting accident
- ☐ Juvenile gang
- ☑ Lovers' quarrel
- ☐ Mercy killing (not applicable to aggravated assault)
- ☐ Other circumstances
- ☐ Other felony involved
- ☐ Other negligent killings
- ☐ Other negligent weapon handling
- ☐ Unknown circumstances

Victim services

Victim ser ted:

Linked: ☐ Vict

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Multiple selections can be made

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault After Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type:

- Criminal attacked a civilian
- Criminal attacked police officer and criminal killed by another police officer
- Criminal attacked police officer and that officer killed criminal
- Criminal attempted flight from a crime
- Criminal killed in commission of a crime
- Criminal resisted arrest
- Unable to determine/not enough information

Victim services

Victim ser

Linked: ☐ Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Only if applicable

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault After Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Weapon causing injury: Not applicable

- ☐ Apparent broken bones
- ☑ Apparent minor injury
- ☐ Loss of teeth
- ☐ None
- ☐ Other major injury
- ☐ Possible internal injury
- ☐ Severe laceration
- ☐ Unconsciousness

Victim services

Victim ser Victim services accepted:

Linked: ☐ Vict

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Knife
Motor vehicle
Other firearm
Other piercing or cutting
Other weapon
Physical force
Rifle or shotgun
Rope/strangulation/ligatu

Victim services

Victim services notified: Victim services accept

Linked: ☐ Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted:

Yes
No

Linked: ☐ Victim services no

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes (Yes / No)

Linked: ☐ Victim services notified by:

Transfered to:

Info provided:

Referrals:

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by:

Transfered to:

Info provided:

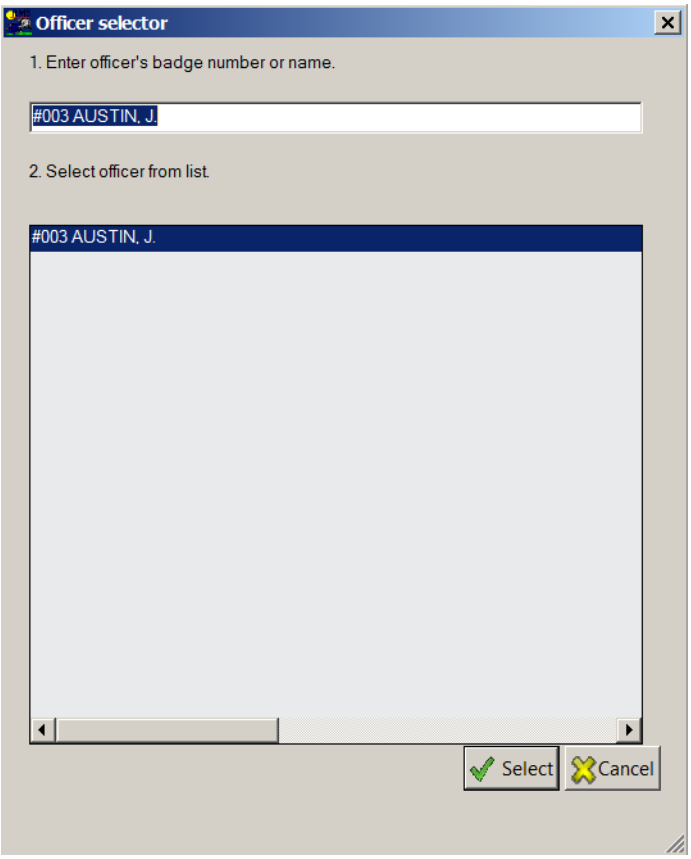
Referrals:

Remarks:

Get all accused

F3 or ENTER to specify officer notifying victim services

If your suspect is know and in IMARS, check the "Linked" box



After double clicking in the "Victim services notified by" field, you name will appear. You can click on the "Select" button or you can search/select another IMARS user.

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault After
Task:
Author: #003 AUSTIN, J.
Report time: 11/25/2015 05:27
Entered by: #003 AUSTIN, J.
Entered time: 11/25/2015 05:27
Event time: 11/25/2015 05:00
Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident
Circumstances: Argument;Lovers' quarrel
Justifiable homicide circumstances:
Injury type: Apparent minor injury
Weapon causing injury: Physical force

Victim services

Victim services notified: Yes
Victim services accepted: Yes
Linked: ☑
Victim services notified by: #003 AUSTIN, J.
Transfered to:
Info provided: ☑ USAO
Referrals: ☐ Other

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter
Task:
Author: #003 AUSTIN, J.
Report time: 11/25/2015 05:27
Entered by: #003 AUSTIN, J.
Entered time: 11/25/2015 05:27
Event time: 11/25/2015 05:00
Sexual assault kit: ☑
time: 11/25/2015 05:28

Victim

Resident status: Resident
Circumstances: Argument;Lovers' quarrel
Justifiable homicide circumstances:
Injury type: Apparent minor injury
Weapon causing injury: Physical force

Victim services

Victim services notified: Yes
Victim services accepted: Yes
Linked: ☑
Victim services notified by: #003 AUSTIN, J.
Transfered to: USAO
Info provided:
Referrals:
- ☑ Criminal justice process
- ☑ Logistical support for investigation (transportation, childcare, parking)
- ☑ Victim rights information

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault After Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals:

- ☐ Child forensic interview
- ☐ Child Protection
- ☑ Crime Victims Compensation
- ☑ Domestic Violence Shelter
- ☐ Immigration services
- ☐ Multidisciplinary Team (MDT)
- ☐ Services for homicide survivors
- ☑ Sexual Assault Services
- ☐ Other

Remarks:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals: Crime Victims Compensation;Domestic Violence Shelter;Sexual Assault Services

Remarks: Any additional remarks/notes can be entered here

Get all accused

Ready

Remarks can be entered here

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals: Crime Victims Compensation;Domestic Violence Shelter;Sexual Assault Services

Remarks: Any additional remarks/notes can be entered here

Get all accused

Ready

If the "Linked" box is checked, click on the "Get all accused" button to link the suspect into the victim report.

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals: Crime Victims Compensation;Domestic Violence Shelter;Sexual Assault Services

Remarks: Any additional remarks/notes can be entered here

SMITH, JOHN 11/01/1980 (35) M (000 MAIN ST, ANYWHERE, ABBEVILLE SC USA 00000 (Region: D1, State/Zc

Relationship:

Get all accused

Ready

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals: Crime Victims Compensation;Domestic Violence Shelter;Sexual Assault Services

Remarks: Any additional remarks/notes can be entered here

SMITH, JOHN 11/01/1980 (35) M (000 MAIN ST, ANYWHERE, ABBEVILLE SC USA 00000 (Region: D1, State/Z

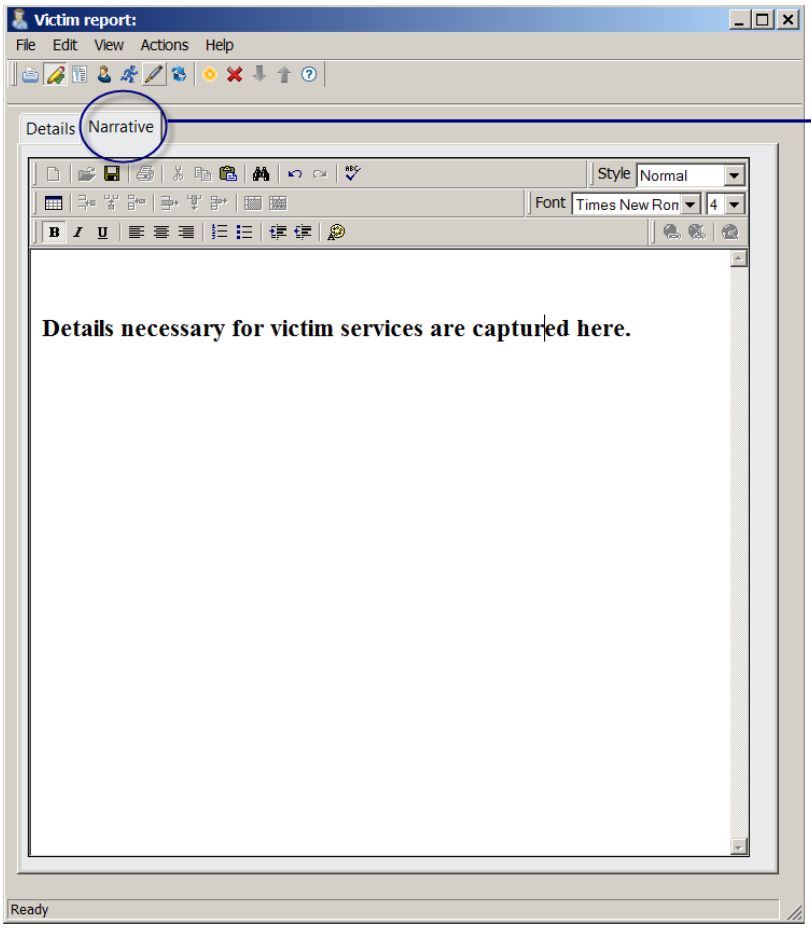
Relationship: Victim was spouse

- Victim was offender
- Victim was other family member
- Victim was otherwise known
- Victim was parent
- Victim was sibling (brother or sister)
- Victim was spouse
- Victim was stepchild
- Victim was stepparent

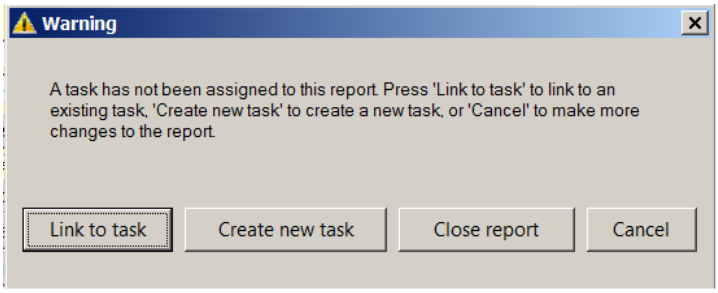
Get all accused

Ready

Be sure to indicate the relationship between the suspect and victim



Click on the "Narrative" tab to type details here. You can also cut & paste your narrative.



When closing the report you will have the opportunity to task the report to another user or Victim Services Specialist.

Printing the report

If you want a printed report, you can click on the printer icon.

Victim report:

File Edit View Actions Help

Details | Narrative

Incident: BO15000268 Assault Atter Task:

Author: #003 AUSTIN, J. Report time: 11/25/2015 05:27

Entered by: #003 AUSTIN, J. Entered time: 11/25/2015 05:27

Event time: 11/25/2015 05:00 Sexual assault kit: ☑ time: 11/25/2015 05:28

Victim

Resident status: Resident

Circumstances: Argument;Lovers' quarrel

Justifiable homicide circumstances:

Injury type: Apparent minor injury Weapon causing injury: Physical force

Victim services

Victim services notified: Yes Victim services accepted: Yes

Linked: ☑ Victim services notified by: #003 AUSTIN, J.

Transfered to: USAO

Info provided: Criminal justice process;Logistical support for investigation (transportation, childcare, p

Referrals: Crime Victims Compensation;Domestic Violence Shelter;Sexual Assault Services

Remarks: Any additional remarks/notes can be entered here

SMITH, JOHN 11/01/1980 (35) M (000 MAIN ST, ANYWHERE, ABBEVILLE SC USA 00000 (Region: D1, State/Z

Relationship: Victim was spouse

Get all accused

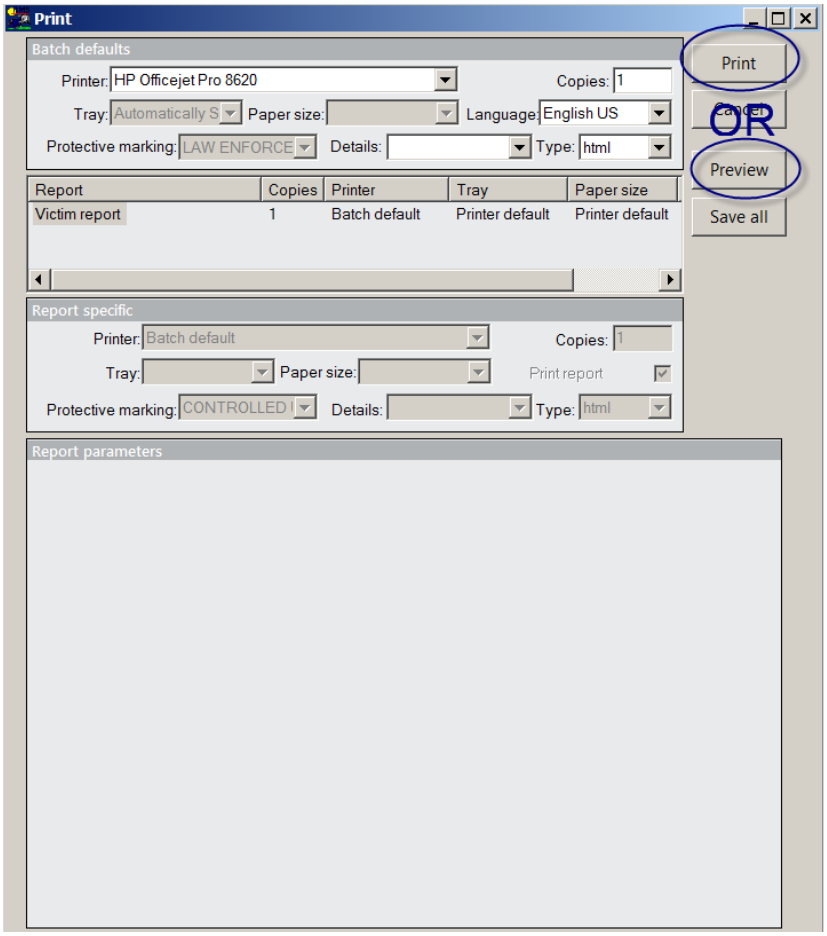
Ready

Select report to print

Victim report

Select | Cancel

Highlight "Victim report", then click "Select".



When this screen appears, you can either click the "Print" button or you can click on the "Preview" button to review the document before printing.