

# (NC) IBE11 Missing Weapon

09/03/2026 6:38 am EDT



All incident information should be entered in compliance with the **Discipline Data Collecting and Reporting Manual** (<https://www.dpi.nc.gov/data-reports/discipline-alp-and-dropout-data>). Refer to the manual for guidance on proper coding of incident behaviors and resolutions.

## Purpose

This check identifies any Possession of Weapon (008), Possession of Firearm (009), Assault with a Weapon (002, 104), and/or Robbery with a Weapon (010, 103) behavior code that did not have a weapon/firearm code entered for the incident.

## Severity

Warning

## What to Review

Review the behavior code, weapon type, and number of weapons attached to the event.

## Report Content

| Column Name            | Description                                                                              |
|------------------------|------------------------------------------------------------------------------------------|
| endYear                | School year selected for the report.                                                     |
| PSU/School Information | Displays PSU Code, PSU Name, School Code, School Name associated with the reported data. |
| Location Information   | Displays Location Code, Location Description associated with the reported data.          |
| Incident Information   | Displays Incident Number, Date, Time, Status, Title associated with the reported data.   |

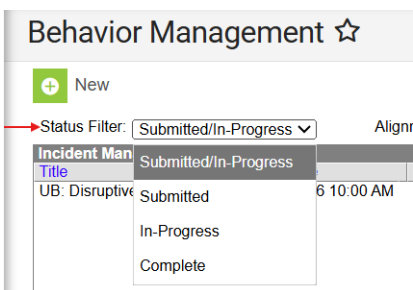
| Column Name                | Description                                                                                                            |
|----------------------------|------------------------------------------------------------------------------------------------------------------------|
| Offender Information       | Displays Role, Type, Relationship to School, UID, Name, Grade, Sex, Race/Ethnicity, associated with the reported data. |
| Reporting Information      | Identifies the detail or summarized Level and the State Reporting Category associated with the reported data.          |
| State Behavior Information | Displays state behavior Code and Description assigned to the incident behavior.                                        |
| Local Behavior Information | Displays local behavior Code and Description assigned to the incident behavior.                                        |
| Missing_Weapons_flag       | Y indicates a weapon-related behavior (002, 008, 009, 010, 103, 104) is reported without an associated weapon.         |
| Weapon Information         | Displays Weapon Code, Description, Category associated with the reported data.                                         |
| Total_Weapons_count        | Displays the number of distinct weapons associated with the behavior event.                                            |
| Firearm_Type_count         | Displays the number of associated weapons categorized as Firearm (01, 02, 03, 07, 09, 10, 11, 12, 14).                 |
| Weapon_Type_count          | Displays the number of associated weapons categorized as Weapon (04, 05, 06, 08, 13, 15).                              |
| Other_Weapon_Type_count    | Displays the number of associated weapons categorized as Other (16).                                                   |

### Recommended Action

Correct the behavior or weapon entry so the codes agree and create separate events when required.

*Navigation: Menu > Behavior Office > Behavior Management > Behavior Management*

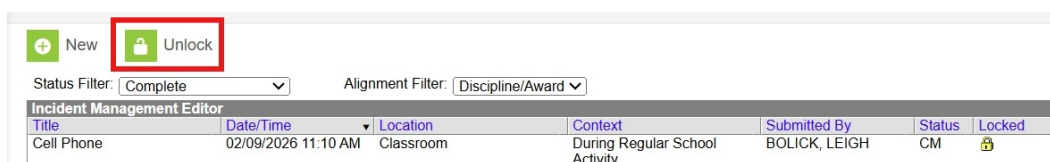
- Ensure the correct Context is selected.
- Select the status needed in the **Status Filter** dropdown to display incidents based on the report reviewing.



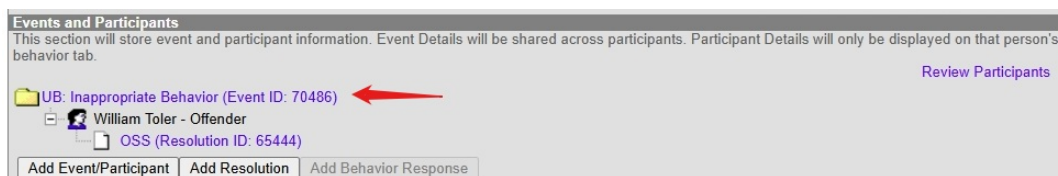
- Use the **Column Titles** to sort the incidents for easier searching. Use the **Date/Time** and **Title** columns to determine which incident to review.
- Select on the incident and confirm the **Incident ID** matches the **Incident\_Number** in the report.

| Incident Management Editor |                     |           |                                |               |        |        |
|----------------------------|---------------------|-----------|--------------------------------|---------------|--------|--------|
| Title                      | Date/Time           | Location  | Context                        | Submitted By  | Status | Locked |
| Cell Phone                 | 02/09/2026 11:10 AM | Classroom | During Regular School Activity | BOLICK, LEIGH | CM     | 🔒      |

- If the incident is locked use the **Unlock** button at the top of the detail screen to unlock the incident and edit the information as necessary. (Unlocking incidents is based on tool rights.)
  - This will move the incident from a Complete to In Progress status until the status is updated to Complete again.



- Locate the **Events and Participants** section and the select the **Event** with the associated participant.



### Correction Option: No Correction

- If it is determined all information is **correct**, no further action is needed.

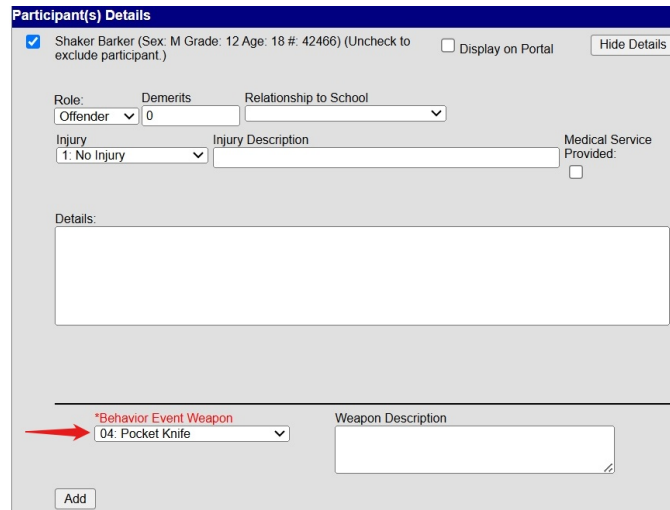


Note: The Event Type must have a Weapon Classification for the Behavior Event Weapon field to be available within the participant details. If there is a Behavior Event Weapon option on an event that is not a weapons-related event, review the Event Type Setup for the event and confirm information is setup correctly. (*Behavior Office > Settings > Event Type Setup*)

### Correction Option: Update Weapon

- Locate the **Participant(s) Details** section and the appropriate participant. If the event is correct, select the appropriate **Behavior Event Weapon** from the dropdown.
- Only one weapon should be associated to a behavior. If more than one weapon should be reported, a new event

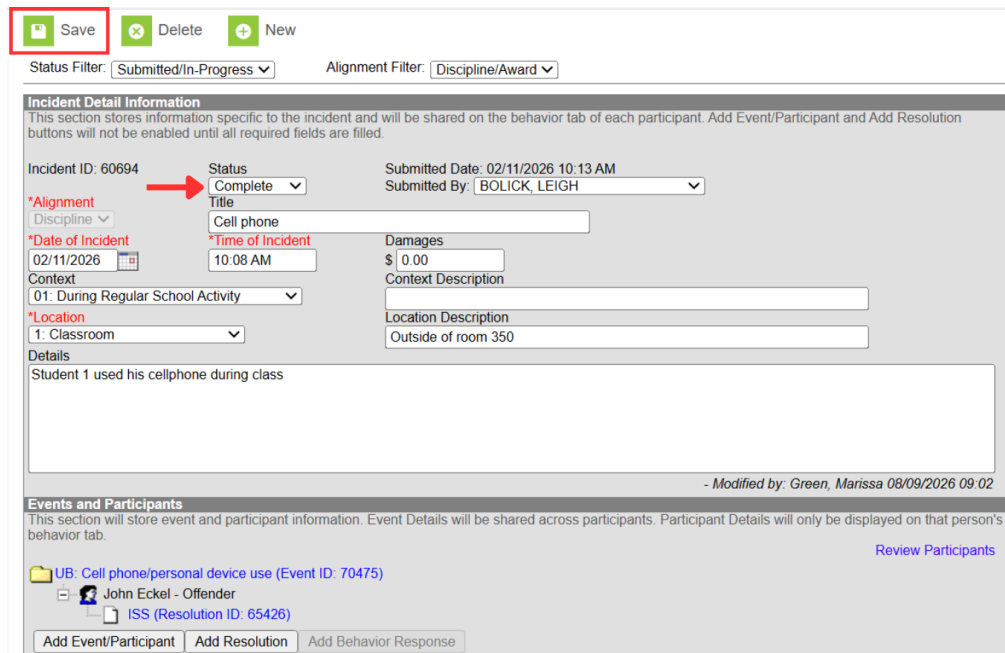
type must be added.



The form is titled "Participant(s) Details" and contains the following fields:

- ☒ Shaker Barker (Sex: M Grade: 12 Age: 18 #: 42466) (Uncheck to exclude participant.)
- ☐ Display on Portal
- 
- Role: Offender (dropdown)
- Demerits: 0
- Relationship to School: (dropdown)
- Injury: 1: No Injury (dropdown)
- Injury Description: (text area)
- Medical Service Provided: ☐
- Details: (large text area)
- \*Behavior Event Weapon: 04: Pocket Knife (dropdown)
- Weapon Description: (text area)
- 

- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.



The form is titled "Incident Detail Information" and contains the following fields:

- 
- Status Filter: Submitted/In-Progress (dropdown)
- Alignment Filter: Discipline/Award (dropdown)
- Incident ID: 60694
- Status: Complete (dropdown)
- Submitted Date: 02/11/2026 10:13 AM
- Submitted By: BOLICK, LEIGH (dropdown)
- \*Alignment: Discipline (dropdown)
- Title: (text area)
- \*Date of Incident: 02/11/2026 (calendar)
- \*Time of Incident: 10:08 AM
- Damages: \$ 0.00
- Context: 01: During Regular School Activity (dropdown)
- Context Description: (text area)
- \*Location: 1: Classroom (dropdown)
- Location Description: (text area)
- Details: Student 1 used his cellphone during class
- Modified by: Green, Marissa 08/09/2026 09:02
- Events and Participants
- This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.
- UB: Cell phone/personal device use (Event ID: 70475)
- John Eckel - Offender
- ISS (Resolution ID: 65426)
- 
- [Review Participants](#)

### Correction Option: Update Behavior

- Locate the **Event Details** section. If the behavior is incorrect, select the appropriate **Event Type** from the dropdown.

Event and Participant Details

Event Details

\*Event Type:

008: RO: Possession of weapon (not firearm/explsv) ▼

Demerits: 0

State Code: 008: RO: Possession of weapon (not firearm/explsv)

- Modified by: Unknown

- Review other information as applicable.
- Click **Save** to update the participant details.
- Click **Save** after making changes to the incident. Change the status to **Complete** once all incident information is finalized and no later than the end of the school year.

Save

Delete

New

Status Filter: Submitted/In-Progress ▼

Alignment Filter: Discipline/Award ▼

Incident Detail Information

This section stores information specific to the incident and will be shared on the behavior tab of each participant. Add Event/Participant and Add Resolution buttons will not be enabled until all required fields are filled.

Incident ID: 60694

Status Complete ▼

Submitted Date: 02/11/2026 10:13 AM

Submitted By: BOLICK, LEIGH ▼

\*Alignment Discipline ▼

Title

Cell phone

\*Date of Incident 02/11/2026

\*Time of Incident 10:08 AM

Damages \$ 0.00

Context 01: During Regular School Activity ▼

Context Description

\*Location 1: Classroom ▼

Location Description

Outside of room 350

Details

Student 1 used his cellphone during class

- Modified by: Green, Marissa 08/09/2026 09:02

Events and Participants

This section will store event and participant information. Event Details will be shared across participants. Participant Details will only be displayed on that person's behavior tab.

UB: Cell phone/personal device use (Event ID: 70475)

John Eckel - Offender

ISS (Resolution ID: 65426)

Add Event/Participant

Add Resolution

Add Behavior Response

Review Participants

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