

GENERAL ORDER 82.1.1

Records Administration

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for records operations, including auditing of reports, and availability of information to personnel.

DISCUSSION

The records unit is responsible for maintaining original records on all police reports, and traffic citations. All reports and traffic citations are entered into RMS.

POLICY

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The records unit is responsible for the maintenance of all police, reports, traffic citations and field interview cards.

Police reports are entered into RMS by the reporting officer and electronically submitted to a supervisor for approval. Records is responsible for the distribution of reports to the proper agencies.

Records personnel shall review each report for proper IBR reporting.. IBR statistics are submitted electronically to LEDS by the 10th of each month.

As often as possible records personnel shall audit the files making sure numbers are in order and all material in each file belong in that file. When any employee removes the report from Records Division, a checkout sheet shall be filled out and placed in file.

Records personnel are responsible for locating any missing reports. . When a case number is canceled the offense will reflect a voided case and the narrative will provide an explanation for the cancelled case number.

The records unit is accessible by authorized personnel only. The files are accessible to any authorized personnel on a 24 hour basis. The RMS database contains an index to all reports. Access can be from a variety of queries, i.e. names, dates, times, offense, case numbers and officer activity.

Richard L. Lewis
Chief of Police