

GENERAL ORDER 82.3.1

Computer Systems

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Describes the Department's law enforcement computer systems.

DISCUSSION

The primary computer system used by the Department is an electronic Records Management System (RMS) The RMS system connects our Department with the Oregon statewide system Law Enforcement Data System (LEDS). LEDS allows us to access the FBI's National Crime Information Center (NCIC), the National Law Enforcement Teletype System (NLETS) and other national and international systems.

All RMS users must agree to and sign a user's agreement.

POLICY

I

The Records Management System is monitored by the Police Office Supervisor. A name index is kept of all people contacted in regard to police activities where such contact results in the creation of an official police document. The index is maintained in alphabetical order of persons and agencies contacted. Information is gathered from crime reports, accident reports, traffic citations and information reports. Alias information is obtained from police reports and criminal histories. The file enables us to cross-reference names and case or incident numbers.

Address information is maintained on the location of incidents and addresses of parties involved. Computer programs allow the display of incidents in relation to geographic locations. Address information is checked against the county address files.

The law enforcement files contain a master name index, system identification number, and a case number index. All contacts, complaints, victims and arrests are entered under the proper name and number. .

Indexes are available by: name, system identification number, incident type, involvement, IBR code, address, physical descriptors, and any other data element entered into the system.

Computerized programs enable us to trace modus operandi of people by using data from the law enforcement file.

People are indexed in the file by number as well as name. The system identification number is a unique index number assigned to each individual entered into the system. State and federal identification numbers are also maintained with the master name record. Each time a person is arrested or contacted the new information is associated to the master name record.. System programs can be run to show duplicate records and a method exists to combine duplicate records.

The RMS property module provides for entry of evidence, stolen, , lost andfound property with or without serial numbers. Entry is by case number, type, brand, and serial number. .

The RMS vehicle module is indexed by license plate number. It contains a listing of involved vehicles.

The law enforcement entry contains coding information to satisfy ONIBRS reporting needs. The IBR information is sent to LEDS by Records staff.

II

The computer aided dispatch system (CAD) enables dispatch to automatically record officer activity and calls for service and to print logs of all activity and officer assignments.

III

Completeness and accuracy of information is of primary concern. Daily records review (DRR) is completed by Records personnel to ensure reporting accuracy. Information on individuals shall only be entered into the computerized records system when contact with the Department is documented in a written police report or other documentation.

IV

Only authorized department personnel are allowed access to the RMS system. The RMS system has individual CJIS compliant passwords to ensure security of data. Each person shall sign a user agreement stating they understand the security and confidentiality of the system and information.

A complete background check of all Department employees is performed prior to an employee being allowed to use the system.

V

LEDS is governed by Oregon state statute and an agreement is signed by the Chief of Police ensuring the department will adhere to the rules and regulations of the system.

LEDS provides our Department with a means to make direct teletype contact with other agencies in both Oregon and into NLETS for national contact. LEDS also has direct lines into Department of Motor Vehicles (DMV) and Oregon state criminal history (CCH) files.

VI

The National Crime Information Center is managed by the Federal Bureau of Investigation. Our contact with that system is provided through LEDS.

VII

Training records are maintained on an internal computer system maintained by Professional Standards & Training.. This information is password protected and available only to authorized personnel on a need to access basis.

VIII

Mugshots and other photos and information are maintained in the Jail Management System.

IX

Other computer systems/files are developed and maintained as necessary. Examples of these systems/files include the Neighborhood Watch system and *ad hoc* investigative files. Appropriate security and procedures shall be established for each system.

X

Use of City (non-Department) computer systems such as budget, payroll and E-Mail, are governed by the Information Services Department. Access to and information about these systems is available from Information Services.

XI

Department computer system information is part of the Department's Records system. Unauthorized use of any system or information may subject the user to disciplinary and/or legal action.

Richard L. Lewis
Chief of Police