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Last Reviewed: 09/15/2019

CSU FULLERTON POLICE DEPARTMENT GENERAL ORDER NUMBER 7-8

AUTOMATED INFORMATION ENTRY AND RETRIEVAL

- SUBJECT:** Information that is entered, maintained, retrieved and verified through RIMS (Records Information Management Systems) and CLETS (California Law Enforcement Telecommunication System).
- PURPOSE:** To establish procedures for entry, retrieval and verification of information in the Records Information Management System (RIMS) and the California Law Enforcement Telecommunications System (CLETS Network) which provides access to CJIS/DOJ, FBI/NCIC, DMV, and NLETS.
- POLICY:** It is the policy of this Department to have all employees follow uniform entry, retrieval, and verification procedures of automated records to optimize the accuracy of the information and cross-referencing capabilities. Department policy requires that dispatchers and other authorized personnel always must log into and out of RIMS and CLETS at the beginning and end of shift.
- PROCEDURE:**
- I. Information available to CSUF Police Department through the Records Information Management System (RIMS).
 - A. Since the implementation of computerized records in 1996, this Department maintains a Master Name File of all individuals involved in any type of police field interview or case report (i.e. traffic accidents, service calls, and criminal complaints). [CALEA 82.3.1]
 1. Records in RIMS will be maintained for service calls and crimes by type and location, minimally; in RIMS records will be maintained on all found, stolen, recovered, and evidentiary property files. [CALEA 82.3.2a,b,c]
 2. Searches can be performed by name, involvement summary, victim summary, gang affiliation, type of crime, and physical description for any range of dates.
 3. The Master Name File identifies and links all documents that reference any specific individual in the system.

4. The Master Name File information can be multi-specified to provide a precisely defined report (i.e. all juveniles entered as suspects or victims or both, males or females or both, for bike theft, etc.).
- B. In order to maintain the most accurate and up-to-date criminal information on all persons previously involved with any type of police contact in the Department's jurisdiction, all individuals, as defined below, from the founding of the Department in 1972 have been input into the automated Master Name File.
- C. Communications Center personnel maintain and retrieve information from the Master File Name that includes or pertains to:
1. Persons listed as Complainant, Arrestee, Victim, Suspect, Witness, Reporting Party, and/or Field Interviewee.
 2. Report queries will also retrieve information by Incident type, Incident location, Vehicle description, and/or Property type.
- D. RIMS provides a Property/Evidence File that includes a unique Incident Number, Case Number, Location, Property Type, Property Status, Item Description, Serial Number and Item Disposition.
1. The Property Custodian will be responsible for maintaining all records of the reporting, listing, returning and disposal of the Lost, Found, and Unclaimed Property in compliance with California Statutes as outlined in General Order 7-10.
 2. The Property and Evidence Custodian will be responsible for maintaining the Master Evidence File to preserve the chain of custody, the delivery of items to the Lab or District Attorney, and the final disposal of all Evidence in compliance with California Statutes as outlined in General Order 6-2.
- E. All Department traffic records including: traffic collision data on reports, investigations, and locations; and traffic enforcement data on citations, arrests, dispositions and locations; are maintained and retrieved through the automated Citation File and Case Management File in RIMS. Communications and Records personnel maintain and retrieve both automated information and hard copy information from the Case Reports file. These records are available to authorized personnel 24-hours a day. [CALEA 82.3.3a,b]
1. Citations copies are disseminated as follows:
 - a. Violator's Copy is given to the individual cited.
 - b. Records Unit retains the Officer's copy.
 - c. The Officer's copy is reviewed by the Watch Commander and routed to the Records Unit where:
 - 1) Upon approval from the Watch Commander, and electronic copy of the citation is transmitted to North Justice Center via Brazos citation system.

- 2) Hard copies are scanned and attach to related to the citation case in RIMS.
2. Notification from Department patrol officers or recognized outside agencies of hazards, safety issues, and traffic volume are logged into CAD where they are assigned a specific incident number. All daily report logs are accessible 24/7 via the lobby kiosk. [CALEA 82.3.3c]
3. All traffic collision reports, citations, arrests, and hazards can be retrieved or searched by either Incident type and/or Incident location. [CALEA 82.3.3a]
4. Monthly all reportable traffic collision reports are submitted to the California Highway Patrol (CHP), a State agency, for inclusion in area traffic collision and enforcement analyses. [CALEA 82.3.3a,b]
5. On a monthly basis the CHP provides traffic collision and enforcement analyses for the North Orange County area along with other supplementary information on traffic. [CALEA 82.3.3a,b]

II. Department Criteria for Recording and Maintaining Arrest Information [CALEA 1.2.5a,b,c]

- A. All Police reports of persons arrested are assigned a distinct and individual case number. Only one (1) number is assigned to any case and numbers are not reissued. Example: #00-0001, the first two (2) digits reflect the year of occurrence and the remaining four (4) are issued sequentially starting at 0001 on January 1st every year. [CALEA 82.2.3, 82.3.6]
 1. The Case Report files of persons arrested consist of all identification information in the automated criminal history files plus fingerprints, photographs and criminal history printouts from other jurisdictions.
 2. Automated criminal history files on persons arrested by CSUF Police Department will include the following minimal information, if available:
 - a. Name, Address, and Phone Number;
 - b. Date of Birth, Social Security Number, and CDL;
 - c. Narrative of Arrest Report and Statements.
 3. On entry to the automated system by Dispatchers or Officers, all possible matches of prior and/or alias records on the arrestee will be presented as a search feature of the RIMS.
 - a. Arrestee's can be tracked by Name and verified by Social Security Number, Date of Birth, and/or CDL.
 - b. All subsequent arrests and queries will continue to be linked to the individual's criminal history file by Social Security Number verification.

- B. All arrests whether field processed or custodial require that the Officer be assigned complete the required automated information in RIMS on the subject arrested for the case report.
1. Field arrests and Custodial arrests require the following:
 - a. Written promise to appear or summons (whichever is applicable);
 - b. Criminal Information Sheet and Officer's Report; and
 - c. Department Property/Evidence Forms (if applicable).
 2. All Felony arrests, domestic violence cases, sex offenses and other serious misdemeanor arrests, if the suspect is booked into Orange County Jail, require the following in addition to the above list:
 - a. Fingerprints and Photographs
 - b. Interview Room Paperwork and Monitoring Log; and
 - c. Any additional documents as dictated by a Watch Commander.

III. Department Procedures for Warrant and/or Wanted Persons File.

- A. The immediate availability of current records regarding active warrants and wanted persons is a valuable resource and, as such, the security and accuracy of these records must be safeguarded at all times.
- B. This automated information is available to authorized personnel 24-hours a day in the secured areas of the Communications Center, Investigators and the Records Supervisors' office.
- C. All entering, receiving, recording, verifying, and canceling information will be maintained by the following procedures:
1. The Orange County Courts enter all active warrant notices for the entire county area into the National Crime Information Center NCIC system, as well as the regional Orange County Automated Warrant System (AWSS). NCIC, which is accessed through CLETS, is available for regional, state and federal inquiries. AWSS, which is accessed using the ELETE program, is available for regional inquiries. The CSUF Police Department uses the automated warrant files in NCIC and AWSS.
 2. Communications personnel will print out hard copies of all responses (both "Hits" and "No Hits") to inquiries on NCIC and AWSS to be attached to the case file. When notified by NCIC of a "Hit" (locate message), communications personnel will verify its active status using the NCIC Hit Confirmation procedures. All warrant "Hit" returns from AWSS are considered active warrants if they have not been served, as indicated on the warrant return.
 3. When a "Hit" has been confirmed on an Orange County warrant and the warrant is served, communications personnel will pull the warrant from the automated warrant files in NCIC at the Officers request.

4. When a "Hit" has been confirmed on any out of county or out of state warrants and the warrant is served at the direction of the agency with jurisdiction. Communications personnel will notify the appropriate agency with jurisdiction to pull the warrant from the automated warrant files in NCIC.

IV. Making and Verifying Other Entries in NCIC.

- A. Procedures for making entries and inquiries of stolen boats and boat parts into the Automated Boat System (ABS), stolen vehicles, license plates and vehicle parts into the Stolen Vehicle system (SVS), and stolen firearms into the Automated Firearms System (AFS) include:
 1. After NCIC inquiry and verification that an officer has identified a valid stolen boat, stolen vehicle or firearm, the dispatcher will advise the officer that the boat, vehicle or firearm is "confirmed stolen."
 2. Dispatcher will assign an exclusive case number; then confirm with the reporting officer the description and CF number of a boat, description and license/vin number of a stolen vehicle and the description and serial number of a firearm.
 - a. In addition, the Dispatcher will enter any special equipment, identifiable markings or owner-applied numbers in the appropriate fields.
 - b. The dispatcher will run the wants for boats through ABS (Automated Boat System) and registration information through DMV before entering. If the boat still shows clear through ABS and the information given by the officer matches the DMV registration information it will be entered into ABS.
 - c. Wants and registration will be run through DMV for stolen vehicles before entering into SVS (Stolen Vehicle System) to verify that the vehicle has not been towed or repossessed between the time we received the call and SVS entry is made. If the vehicle shows to be clear through SVS and the information given by the officer matches the DMV registration information, it will be entered into SVS.
 - d. Wants, registration and DROS (Dealer Record of Sale) information for firearms will be run under the owner's name before entering into AFS (Automated Firearm System). If the firearm shows to be clear through AFS and the information given by the officer matches the firearms registration information (or DROS) it will be entered into AFS.
- B. The Dispatcher will print out and give all Teletype entries to the officer for verification of correct information and attachment of the ABS, SVS or AFS entries to the case report.

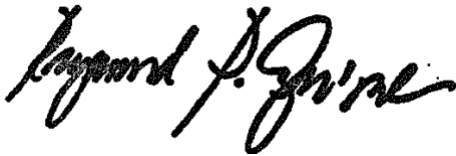
1. The Sergeant reviewing the officer's report will also verify that the registration information, reporting information and the ABS, SVS or AFS entries match.

2. The Records Supervisor, upon receiving the report after the review process, will also verify that the registration information, reporting information and the ABS, SVS or AFS entries match.

3. Any errors noted by any reviewing personnel will be brought to the attention of the Records Supervisor and the Dispatcher on duty for entry modification.

REVIEWED BY:
G.Dack

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund J. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre
Chief of Police