Staffing: Records Function

Summary

❖ Law enforcement records are very much like the health care industry in that it is heavily regulated (privacy, FOIA, standardized reporting).

❖ More importantly, our records are the basis for our prosecution of cases, which means victims depend on it.

❖ Every report that comes into our system has to be coded properly to ensure we report correctly. This coding cannot happen in the field.

❖ We have always had 1 FTE in this unit despite our growth and we have struggled with data integrity.

❖ It takes much more than 1 FTE to do all the work that is required, so sworn personnel, supervisors, and dispatchers have stepped up when they could.

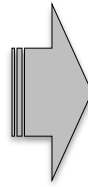❖ However, we have reached a point where we have to add staff

RMS – Much more than a Report

❖ **The RMS system is made up of many components**

Master Indices
- Name Index
- Master Vehicle Index
- Master Property Index
- Master Location Index
- Master Organization Index

Master Indices are critical to our system. Each maintains a unique record, which must be manually maintained to ensure there are no duplicates in the system.

❖ **For example, when we have a person's name and we have them alerted as a violent domestic offender, we have to make sure if that person is stopped and his name or date of birth is entered wrong, his address has changed, or he has changed hair color, tatoos, etc., that we properly identify those changes. Otherwise we end up with two different people in the system that are actually one and the same. The same applies to every one of those indices.**

RMS – Much more than a Report

Indices are what drive our link analysis and they have to be constantly maintained
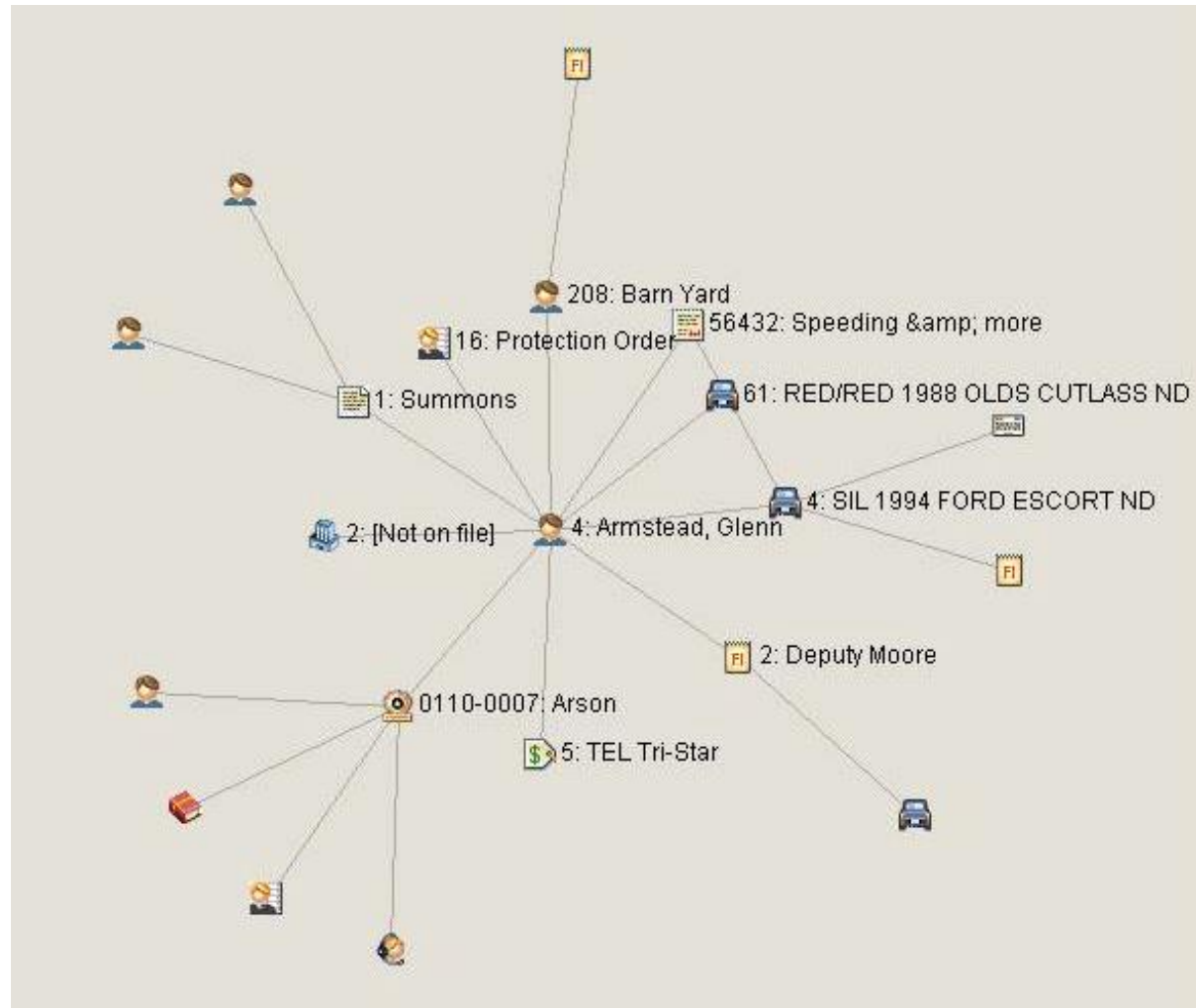
RMS – Inflows

❖ **Xfers in from CAD**

❖ **Incident Reporting**
- Initial Incident Report
- Supplemental Report
- Report Review Changes

❖ **Investigative Case Management**
- Investigator Assignments
- Case Progress Codes
- Investigative Supplements
- Charging Documents
- Case Dispositions

❖ **Property and Evidence Management**
- Collect Property and Evidence
- Vehicle Impound
- Property and Evidence Storage
- Property and Evidence Disposition

❖ **Warrant**
- Receive and Process Warrant
- Verify Warrant
- Warrant Service
- Cancel Warrant

❖ **Arrest**
- Arrest Report
- Arrest Warrant Service
- DWI Arrest

❖ **Juvenile Contact**
- Juvenile Contact Report
- Juvenile Detention Report
- Juvenile Referral

❖ **Crash Reports**
❖ **Citations Issued**
❖ **Field Contact**
❖ **Pawn Records**
- Receive and Process Pawn Data
- Seize Pawn Property
- Analysis of Pawn Data
- Regional and State Pawn Reporting

RMS – Inflows

❖ **Equipment and Asset Management**
- Equipment Receipt
- Equipment Issuance
- Equipment Checkout
- Equipment Check-In
- Physical Inventory/Audit
- Equipment Maintenance
- Equipment Disposal

❖ **Fleet Management**
- Fleet Receipt
- Fleet Issuance
- Fuel Log
- Fleet Maintenance
- Damage Reporting
- Fleet Disposal

❖ **Personnel**
- Operational Management
- Personnel Information
- Scheduling and Assignment
- Exceptions
- Duty Roster
- Training and Certification

❖ **RMS External Reporting**
- Aggregate Reporting
- Standardized Reporting
- Ad Hoc Reporting

❖ **RMS System Administration**
- Security
- RMS Table Maintenance
- Data Management
- Geofile Maintenance

❖ **RMS Interfaces**
- CAD Interfaces
- Local/Regional Interfaces
- State/Federal Interfaces
- N-DEx Exchange
- Suspicious Activity Report (SAR) Exchange

Other Records Related Functions

❖ **In addition to the inflows listed, this position also must manage system updates and train new personnel on the use of the system.**

❖ **Unrelated to RMS, this position also manages our ID Cards, office supplies, Notary, front desk in the absence of the receptionist and many other functions.**

Conclusion

- ❖ **This is one of the positions that we do not have a proper succession plan.**
- ❖ **This position is highly trained and we cannot currently substitute another person in this role.**
- ❖ **Recently, the person in our records manager position was hospitalized, and we had no records properly coded for some time.**
- ❖ **We have requested this position before, but it is critically important we address it now. We will still have far fewer clerical positions than departments our size**
- ❖ **I am requesting 1 FTE, entry level, in the position of Records Clerk.**