



**Public Safety Computer Services LLC**



**Law Enforcement**

**Records Management System**

**RMS**

## **Introduction to the Records Management System**

The Records Management System (RMS) from Public Safety Computer Services (PSCS) is an agency-wide system that provides for the storage, retrieval, retention, manipulation, archiving, and viewing of information, records, documents, or files pertaining to the law enforcement agency operations. The PSCS RMS software is built on a relational database so that there is single entry of data meaning that a name, location, vehicle or business only has to be entered once to be used in the system. Every effort has been made to prevent the need for duplicate data entry. (See Master Index Tables below).

The PSCS RMS is limited to records directly related to law enforcement operations. Such records include incident and accident reports, arrests, citations, warrants, and other operations-oriented records. RMS does not address the general business functions of a law enforcement agency, such as budget, finance, payroll, purchasing, and human resources functions. Law enforcement personnel records are included for operational needs.

### **Master Index Tables**

Master Index Tables are an integral part of the RMS software. The following Master Index Tables are included in the system:

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

## **The Master Name Index**

The RMS Master Name Index (MNI) contains every name found in any table in the database. Every person identified within a report (incident, arrest, field interview, accident, etc.) is given a master name record. This includes not only the suspect, but also victims, officers, property owners and persons associated with organizations. (See Master Organization Index below.) Only having to enter a name one time and using it in multiple places is one of the key features of a relational database. Should that person become involved in another event, the single master name record is linked to all of the other events. A query of that name, can produce a synopsis of all the involvements associated with that one person. In addition, other names can be linked to an individual master name record including alias information and relationship data.

When a new record is added to RMS and a person is linked to that record, the system performs a matching function to either automatically link an existing MNI record or to present the user with a list of possible matches to the name so that the user can make the matching decision. If there is no match, the user is able to create a new MNI record to enter this person's name and information. This step is very important in maintaining the quality and integrity of the master name file in the system.

In addition to names, the MNI captures and maintain information on:

- Physical characteristics
- Race and ethnicity
- Location history
- Employer information
- Telephone numbers
- Known associates
- Alias names/monikers
- Scars, marks, and tattoos
- Modus operandi (i.e., unique method of operation for a specific type of crime)
- Identification (e.g., social security, driver's license, and local and county identification)
- NCIC fingerprint classification

Over time, and depending on the circumstances, this information may change, and new information will be made available. Additional information can be added, but older information should be maintained and viewable.

## **The Master Vehicle Index**

Like individuals, vehicles often are directly or indirectly involved in events. When a vehicle is linked to an incident in RMS, it is added to a vehicle record in the Master Vehicle Index (MVI). Just like the MNI, when a new record is added to the RMS the user is presented with a list of possible matches to the vehicle. If there is not match, the user is able to create a new MVI record

to enter the vehicle information. The MVI provides an agency with a detailed, searchable store of information about vehicles.

When an inquiry is made on a vehicle, the system can return a list of all events in which the vehicle was involved.

### **The Master Property Index**

The Master Property Index (MPI) links all property records entered into the RMS system. Each record is catalogued by using unique property characteristics, such as make, model, brand, description, distinguishing characteristics, and serial number. Industry property coding standards, such as NCIC property codes, can should be used during the entry of property records into RMS.

### **The Master Location Index**

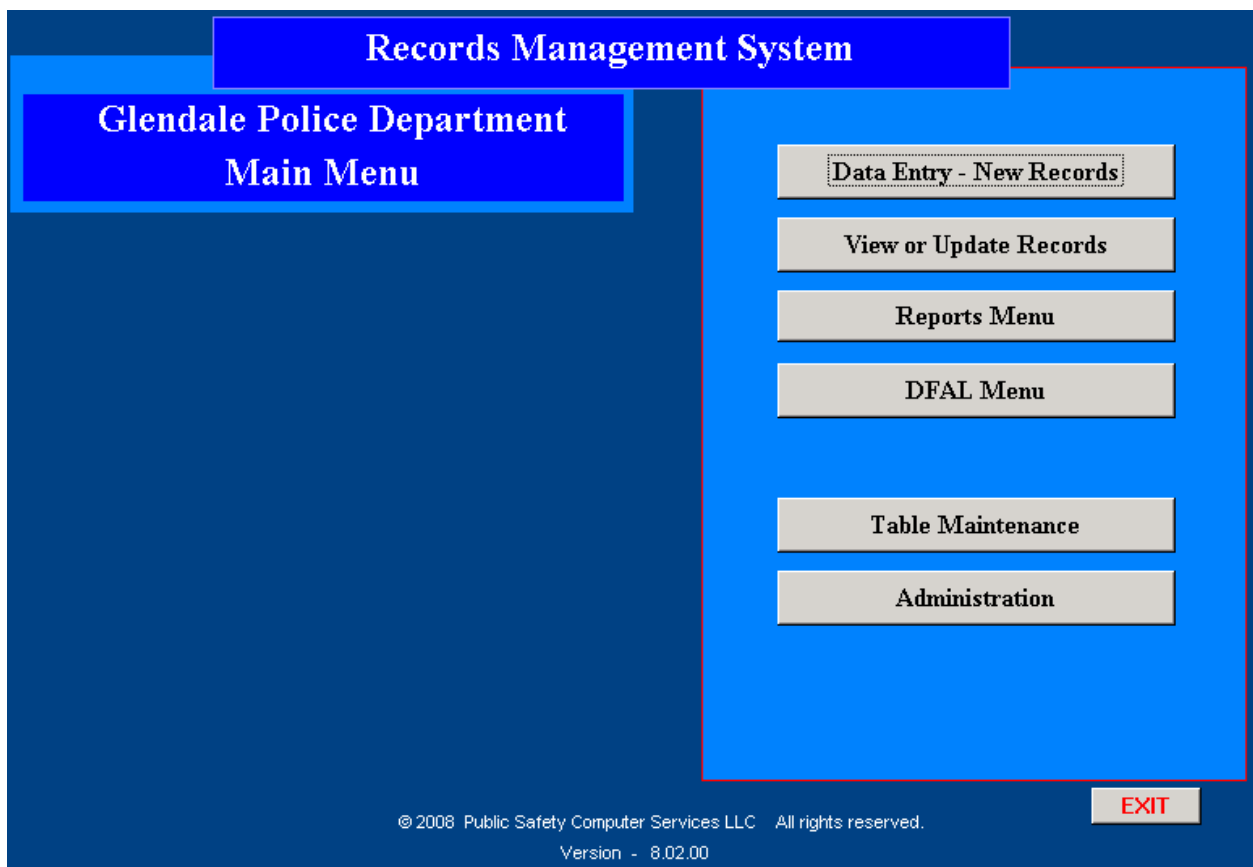
The Master Location Index (MLI) provides a means to store specific address information. The system allows an address to be accepted, even if it is not within the jurisdiction of the agency as in the case of a non-resident involved in a traffic accident.

### **The Master Organization Index**

The term “organization” is used to describe entities such as a church, club, gang, business, school, or shopping center. Information about these groups entered into RMS are contained in the Master Organization Index (MOI). The MOI then provides an agency with a detailed, searchable store of information about organizations.

The Records Management System (RMS) from Public Safety Computer Services is a menu-driven computerized records keeping software package designed for ease of use and quick, responsive operation. User friendly menus guide the computer operator through the system to enter, update or retrieve data.

The main opening screen provides the means to navigate to all of the other sub level menus. From here the user can access the menus to enter new records, view and modify existing records, run reports, perform table maintenance and enter administrative information.



The data entry menu for new data provides the means for the user to gain access to the data entry screens for each of the main areas of data collection. Duplication of data entry is eliminated through the use of master tables for persons, locations, organizations, property and vehicles. A Master Employee Index links the employee to their records in persons and locations.

The screenshot shows a software interface for a Records Management System. At the top, a blue header bar contains the text "Records Management System". Below this, on the left side, is a blue box with the text "Glendale Police Department" and "Data Entry - New". On the right side, there is a vertical list of buttons for selecting data entry categories. The buttons are: "Incident" (with a dotted border), "Traffic Citation", "Citation" and "Summons" (two buttons side-by-side), "Traffic Accident", "Warrant", "Location", "Name", "Organization", "Property", "Vehicle", and "Field Interview". At the bottom right of the interface is a "CLOSE" button.

|  |         |
|--|---------|
| Records Management System                      |         |
| Glendale Police Department<br>Data Entry - New |         |
| Incident                                       |         |
| Traffic Citation                               |         |
| Citation                                       | Summons |
| Traffic Accident                               |         |
| Warrant  |         |
| Location                                       |         |
| Name   |         |
| Organization                                   |         |
| Property                                       |         |
| Vehicle  |         |
| Field Interview                                |         |
| CLOSE  |         |

Tabbed screens separate the data entry into logical blocks.

**Records Management System**

**Glendale Police Department**  
**Master Incident Information**

MII: 2008001

Offense | Location | Vehicle | Officer(s) | Supplements | Suspects | UNSUBs | Persons Involved | Victims | Premise Inf

Date: 5/26/2008 Set Time: 8:33 Offense: Armed robbery

UCR Offense UCR Code: Counts: 0

Domestic Violence:  Traffic Citation #: 0 Summons #: 0

Gang Related:  Reviewed By:

Force Used:  Reviewed Date: Set

Hate Crime:  Assigned To:

Senior Citizen Victim:  Assigned Date: Set

Child Abuse:  Disposition:

Pursuit:

Close

- Fatality/Notify Coroner
- Abandoned Vehicle
- Airplane Crash
- Annoying/Threatening Phone Calls
- Armed robbery
- Assault/Battery
- Assignment from HQ
- Assist Fire Department
- Burglary
- Careless & Reckless Driver
- Check Area for Speeding or Racing
- Check Building/Alarm
- Civil Matter
- Commitment Order
- Deceased Person
- Deliver Message/Papers

Many fields throughout the RMS software have drop down selection boxes that provide for ease of use and consistency of data. All of the tables used in these drop down boxes are maintained in the Table Maintenance screen and can be modified by the agency to meet their specific needs.

Location data is maintained in the Master Location Index (MLI) table that is shared by every module requiring location information. Address information is detailed to include apartment, lot or suite, cross streets and the agency beat/district. Addresses are not restricted to those within the agency jurisdiction.

**Records Management System**

**Glendale Police Department**  
**Master Incident Information**

MII: 2008001

Offense | Location | Vehicle | Officer(s) | Supplements | Suspects | UNSUBs | Persons Involved | Victims | Premise Info

Street#: 4800 Dir: Street Name: GLENWOOD HEIGHTS Type: ST

Suffix: Apt/Lot/Ste: Building:

Cross Street1: HWY 80 Cross Street2: Beat: 6A

City: GLD County: CASPER ST: LA ZIP:

Select Location

Vehicle data is maintained in the Master Vehicle Index (MVI) table that is shared by every module requiring vehicle information. Multiple vehicles can be associated with each incident.

| Records Management System                  |                          |               |            |              |                             |                 |                  |         |              |
|--|--------------------------|---------------|------------|--------------|-----------------------------|-----------------|------------------|---------|--------------|
| Glendale Police Department                 |                          |               |            |              | Master Incident Information |                 |                  |         |              |
| MII: 2008001                               |                          |               |            |              |                             |                 |                  |         |              |
| Offense                                    | Location                 | Vehicle       | Officer(s) | Supplements  | Suspects                    | UNSUBs          | Persons Involved | Victims | Premise Info |
| Year:                                      | 2007                     | Make:         | Buick      | Model:       | REG                         | Model Number:   |                  | Style:  |              |
| Primary Color:                             |                          | Second Color: |            | VIN Number:  | 987A3219874565214           |                 |                  |         |              |
| License:                                   | XYZ321                   | ST:           |            | LicenseYear: | 0                           | Tag Expiration: | 0                |         |              |
| Inspection Exp:                            | 0                        | RegisteredTo: |            |              |                             |                 |                  |         |              |
| Agency Vehicle:                            | <input type="checkbox"/> | Agency Unit#: |            |              |                             |                 |                  |         |              |
| Record: 1 of 2                             |                          |               |            |              |                             |                 |                  |         |              |
| <input type="button" value="Add Vehicle"/> |                          |               |            |              |                             |                 |                  |         |              |

The Officer(s) tab records the Primary officer as well as any others who Assisted on the incident.

**Records Management System**

**Glendale Police Department**  
**Master Incident Information**

MI: 2008001

Offense | Location | Vehicle | **Officer(s)** | Supplements | Suspects | UNSUBs | Persons Involved | Victims | Premise Inf

| Name              | Primary/Assist |
|-------------------|----------------|
| George, Adam      | P              |
| Ortega, Rodrigous | A              |
| Perry, Joshua     | A              |

Add Officer

Multiple Supplemental records can be added to each incident through the Supplements tab.

Known Suspects are added on the Suspects tab. A place is provided to indicate their arrest.

**Records Management System**

**Glendale Police Department**  
**Master Incident Information**

MI: 2008001

Offense | Location | Vehicle | Officer(s) | Supplements | **Suspects** | UNSUBs | Persons Involved | Victims | Premise Info

| Name           | Arrested                 |
|----------------|--------------------------|
| Johnny Jameson | <input type="checkbox"/> |

Add Suspect

Detailed information can be recorded about each Unknown Subject (UNSUB) involved in an incident. Each incident can have multiple UNSUBs associated with the incident.

| Records Management System                                 |  |
|---|--|
| Glendale Police Department<br>Master Incident Information |  |
| MII: 2008001  |  |
| Offense   | Location   |
| Vehicle   | Officer(s)   |
| Supplements   | Suspects   |
| UNSUBs  | Persons Involved                                       |
| Victims   | Premise Inf  |
| Sex: Male   | Race: American Indian/Alaskan Native                   |
| Height Feet: 5  | Inches: 10   |
| Weight: 150   | Build: Muscular  |
| Complexion: Dark  | Eye: Bulging   |
| Eye Color: Brown  | Glasses: <input checked="" type="checkbox"/>           |
| Teeth: Visible Silver                                     | Handed: L  |
| Speech: Foreign-Spanish                                   | Ears: Large  |
| Hair Color: Black   | Hair Style: Curly                                      |
| Length: Long  | Facial Hair: Clean Shaven                              |
| Fingerprint Class:  | Blood Type: AB+  |
| Violent: <input checked="" type="checkbox"/>              | Weapons: <input checked="" type="checkbox"/>           |
| Scars/Marks/Tattoo:                                       | Assaults Officers: <input checked="" type="checkbox"/> |
| Comments:   |  |
| <input type="text"/>                                      |  |
| Add UNSUB   |  |

Victims are added to the incident on the Victims tab. Each incident can have multiple victims listed. Each one is assigned a unique sequence number in the incident.

| Records Management System  |                                   |
|--|-----------------------------------|
| Glendale Police Department<br>Master Incident Information  |                                   |
| MII: 2008001   |                                   |
| Offense   Location   Vehicle   Officer(s)   Supplements   Suspects   UNSUBs   Persons Involved   <b>Victims</b>   Premise Info |                                   |
| Victim Seq#: 1   | Offender #: 1                     |
| Name: Ortega, Rodrigous  | Sex: Male                         |
| Age: 45  | Type Of Victim: Individual        |
| Race: White  | Ethnicity: Hispanic Origin        |
| Relationship Of Victim To Offender:  | Resident Status: Resident         |
| Aggravated Assault Homicide Circumstances  |                                   |
| Justifiable Homicide Circumstances   |                                   |
| UCR_Code:  |                                   |
| Type Injury: Apparent Broken Bones   | Victim Was 1st: Blind Folded      |
| And Victim Was: Bound  | And Victim Was: Beaten non-Weapon |
| Record: 1 of 2   |                                   |
| <b>Add Victim</b>  |                                   |

The Point of Entry, Method of Entry and Point of Exit are recorded on the Premise Information tab of the incident.

**Records Management System**

**Glendale Police Department**  
**Master Incident Information**

MII:

Location | Vehicle | Officer(s) | Supplements | Suspects | UNSUBs | Persons Involved | Victims | Premise Information

| POINT OF ENTRY                             | METHOD OF ENTRY                             | POINT OF EXIT                            |
|--|---|--|
| <input checked="" type="checkbox"/> Window | <input type="checkbox"/> Knob Twist         | <input type="checkbox"/> Window          |
| <input type="checkbox"/> Door              | <input type="checkbox"/> Lock/Slipped Key   | <input checked="" type="checkbox"/> Door |
| <input type="checkbox"/> Roof              | <input type="checkbox"/> Lock Pick/Punched  | <input type="checkbox"/> Roof            |
| <input type="checkbox"/> Floor             | <input type="checkbox"/> Lock Cut/Broken    | <input type="checkbox"/> Floor           |
| <input type="checkbox"/> Wall              | <input type="checkbox"/> Removed            | <input type="checkbox"/> Wall            |
| <input type="checkbox"/> Front             | <input checked="" type="checkbox"/> Smashed | <input type="checkbox"/> Front           |
| <input type="checkbox"/> Rear              | <input type="checkbox"/> Kicked             | <input type="checkbox"/> Rear            |
| <input type="checkbox"/> Side              | <input type="checkbox"/> Pried              | <input type="checkbox"/> Side            |
| <input type="checkbox"/> Unknown           | <input type="checkbox"/> Bodily Force       | <input type="checkbox"/> Unknown         |
| <input type="checkbox"/> Other             | <input type="checkbox"/> Cut Fence          | <input type="checkbox"/> Other           |
|  | <input type="checkbox"/> Tunneled           |  |
|  | <input type="checkbox"/> Open for Business  |  |
|  | <input type="checkbox"/> Open/Unlocked      |  |
|  | <input type="checkbox"/> Hid In Building    |  |
|  | <input type="checkbox"/> Used Vehicle       |  |
|  | <input type="checkbox"/> UnknownMethod      |  |
|  | <input type="checkbox"/> OtherMethod        |  |

Basic Citation information is entered on the Citation tab. Other tabs provide for entry of Person, Location, Vehicle, Officer and Court information relative to the Citation. Provision is made for a narrative.

| Records Management System  |                          |                |            |                             |                   |                                  |
|----------------------------|--------------------------|----------------|------------|-----------------------------|-------------------|----------------------------------|
| Glendale Police Department |                          |                |            | Master Citation Information |                   |                                  |
| MCI:                       |                          | 2008000        |            |                             |                   |                                  |
| Citation                   | Person                   | Location       | Vehicle    | Officer                     | Court Information | Narrative                        |
| Date:                      | 3/11/2008                | Set            | Time:      |                             | Offense:          | Annoying/Threatening Phone Calls |
| UCR Offense                |                          |                | UCR Code:  |                             | Counts:           | 0                                |
| Statue:                    |                          |                | NCIC Code: |                             |                   |                                  |
| Alcohol Test:              | <input type="checkbox"/> | Reviewed By:   |            |                             |                   |                                  |
| Alcohol Results:           |                          | Reviewed Date: |            | Set                         |                   |                                  |
| Alcohol Test Refused:      | <input type="checkbox"/> | Assigned To:   |            |                             |                   |                                  |
| Drug Involvement:          | <input type="checkbox"/> | Assigned Date: |            | Set                         |                   |                                  |
| Pursuit:                   | <input type="checkbox"/> | Disposition:   |            |                             |                   |                                  |

The Master Traffic Accident Index module records all of the information about each traffic accident in the database. The Traffic Accident Basic Information tab is the first entry point in the process.

**Records Management System**

**Glendale Police Department**  
**Master Traffic Accident Index**

MTAI: 2008000

Basic Information | Location | Additional Location Information | Vehicle | Involved Persons | Property Damage | Office

Date: 3/4/2008 Set Time: 7:29

Number Of Vehicles: 2 Traffic: Weather: Clear

Alcohol: No Test Given Visibility: Daylight

Pursuit:  Two Vehicles:  Pedestrian:  Fatality:

Injuries:  More Than Two Vehicles:  Animal:

Transported:  ATV:  Parked Vehicle:

Photos Taken:  Motorcycle:  Fixed Object:

Witnesses:  Bicycle:  Train:

In addition to the standard Location information described in the Incident module, the Master Traffic Accident Index module has a tab for Addition Location Information specific to a traffic accident such as road conditions and traffic controls.

## Records Management System

### Glendale Police Department Master Traffic Accident Index

MTAI:

Basic Information | Location | **Additional Location Information** | Vehicle | Involved Persons | Property Damage | Office ◀ ▶

|  |   |  |
|--|---|--|
| <b>AT INTERSECTION:</b> <input type="checkbox"/>   | <b>NEAREST INTERSECTION:</b> <input type="text"/>                 |  |
| <b>DISTANCE FROM INTERSECTION:</b> <input type="text"/>  | <b>ON PRIVATE PROPERTY:</b> <input type="checkbox"/>              | <b>SPEED LIMIT:</b> <input type="text"/> |
| <b>XSTREETS:</b> <input type="text"/>  | <b>INSIDE CITY/TOWN:</b> <input type="text"/>                     |  |
| <b>ROAD SURFACE:</b> <input type="text" value="Dry"/>  | <b>MILES TO NEAREST CITY/TOWN:</b> <input type="text" value="0"/> |  |
| <b>ROAD SURFACE TYPE:</b> <input type="text" value="Concrete"/>                                  | <b>CONTROLLED RR CROSSING:</b> <input type="checkbox"/>           |  |
| <b>ROAD CONDITION:</b> <input type="text" value="No Abnormalities"/>                             | <b>UNCONTROLLED RR CROSSING:</b> <input type="checkbox"/>         |  |
| <b>TYPE OF ROADWAY:</b> <input type="text" value="Two-way Road With No Physical Separation"/>    | <b>RR CROSSING NUMBER:</b> <input type="text"/>                   |  |
| <b>ALIGNMENT:</b> <input type="text" value="Straight-Level Elevated"/>                           |   |  |
| <b>TRAFFIC CONTROL:</b> <input type="text" value="Green Signal On"/>                             |   |  |
| <b>TRAFFIC CONTROL CONDITION:</b> <input type="text" value="Lane Marking Unclear Or Defective"/> |   |  |

Each Vehicle involved in an accident is shown on a separate record linked to the Master Traffic Accident Index.

| Records Management System  |                  |                  |                          |                                 |                               |                   |         |                  |                          |                     |        |                     |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |
|----------------------------|------------------|------------------|--------------------------|---------------------------------|-------------------------------|-------------------|---------|------------------|--------------------------|---------------------|--------|---------------------|--------------------------|-----------------------------|---------------------------|--------------------|----------------|----------------------|---------|-----------|--------------------------|---------------|--------------------------|-----------|--|
| Glendale Police Department |                  |                  |                          |                                 | Master Traffic Accident Index |                   |         |                  |                          |                     |        |                     |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |
| MTAI: 2008000              |                  |                  |                          |                                 |                               |                   |         |                  |                          |                     |        |                     |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |
| Basic Information          |                  | Location         |                          | Additional Location Information |                               | Vehicle           |         | Involved Persons |                          | Property Damage     |        | Offic               |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |
| Number:                    | 1                | Year:            | 1904                     | Make:                           | Buick                         | Model:            | 4DR     | Model Number:    |                          | Style:              |        | Primary Color:      |                          | Second Color:               |                           | VIN Number:        | 98745874120CCC |                      |         |           |                          |               |                          |           |  |
| License:                   | GGG123           | ST:              | LA                       | License Year:                   | 2008                          | Tag Expiration:   | 12/2009 | Inspection Exp:  | 09/2009                  | Registered To:      |        | Commercial Vehicle: | <input type="checkbox"/> | Carrier Name:               |                           | Permit Number:     |                | US DOT Number:       |         | HazMat:   | <input type="checkbox"/> | HazMatNumber: |                          |           |  |
| Vehicle Condition:         | Defective Brakes | AirBag Deployed: | <input type="checkbox"/> | Travel Direction:               |                               | Vehicle Lighting: |         | Damaged:         | <input type="checkbox"/> | Estimate Of Damage: | \$0.00 | Passengers:         | <input type="checkbox"/> | Movement Prior To Accident: | Proceeding Straight Ahead | Number Passengers: | 2              | Reason For Movement: | Passing | Drivable: | <input type="checkbox"/> | Towed:        | <input type="checkbox"/> | Towed To: |  |
| NonCollision:              |                  | Towing Company:  |                          | Insurance Company:              |                               | Policy Number:    |         | Record: 1 of 2   |                          |                     |        |                     |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |
| Add Vehicle                |                  |                  |                          |                                 |                               |                   |         |                  |                          |                     |        |                     |                          |                             |                           |                    |                |                      |         |           |                          |               |                          |           |  |

Information about each person involved in an accident is written to a separate record linked to the Master Traffic Accident Index.

**Records Management System**

**Glendale Police Department**  
**Master Traffic Accident Index**

MTAI: 2008000

Basic Information | Location | Additional Location Information | Vehicle | Involved Persons | Property Damage | Officer

Number: 1 Vehicle Number: 1 Name: Bodine, Annette Involvement: Driver

Condition Of Involved Persons: Drinking Alcohol - Impaired DL\_Class: Restrictions:

Alcohol/Drug Suspected: Yes-Alcohol Add Violation

Alcohol: Test Refused

Drugs: Test Not Given

| No. | Violation                       |
|-----|---------------------------------|
| 1   | Cutting In, Improper Passing    |
| 2   | Failed To Set Out Flags, Flares |

Distraction: Cell Phone Obscurements: Moving Vehicles

Injured Injuries:  Seatbelt/Helmet Used

Transported TR\_Facility: Pedestrian Actions:

Notes:

Record: 1 of 3

Add Involved Person

Tabs are provided for Property Damage, Officer information and a detailed Narrative.

The Master Warrant Information module Warrant Details tab.

| Records Management System                                |  |
|--|--|
| Glendale Police Department<br>Master Warrant Information |  |
| MWI:   | 2008000  |
| Warrant Details   Person Named   Officer   Narrative     |  |
| Date:  | 3/3/2008 Set TIME: <input type="text"/>  |
| BAIL:  | <input type="text"/> \$0.00 EXPIRES: 3/4/2008 Set FORFEIT BAIL: <input type="checkbox"/> |
| JUDGE:   | <input type="text"/> COURT DATE: 3/11/2008 Set   |
| COURT SECTION:   | <input type="text"/> COURT DOCKET_NO: <input type="text"/> 0                             |
| DISPOSITION:   | <input type="text"/> DISPOSITION_DATE: 3/13/2008 Set                                     |
| FILED BY:  | <input type="text"/> CLEARED BY: <input type="text"/>                                    |
| OFFENSE:   | Drug/Narcotic Violations <input type="text"/>  |

Records can be searched and updated from the Search and Update Records screen. The look and feel of this screen follows that of the new data entry screen for ease of use.

**Records Management System**

**Glendale Police Department  
Search or Update Records**

- Incident
- Traffic Citation
- Citation
- Summons
- Traffic Accident
- Warrant
- Location
- Person by Name
- Organization
- Property
- Vehicle

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Version - 8.02.00

**CLOSE**

From the Incident Search Menu the user can view all of the incidents in the database or search for incidents by various criteria such as date range, officer involvement, location or person.

**Records Management System**

**Glendale Police Department  
Incident Search Menu**

Select Incident #: 0

Select Officer: Perry, Joshua

Involved Person: Anderson, Cheryl

Start Date: 8/1/2008 Set End Date: 8/31/2008 Set

Offense: Armed robbery

Beat: 6A

Location: 4617 MCGEE RD

Suspect: Jameson, Johnny

Victim: Ortega, Rodrigous

Vehicle: 2007 Buick REG, Tag: XYZ321, VIN: 987A32198745652

View All Incidents

Search by Incident #

Search by Officer

Search by Name

Search by Date Range

Search by Offense

Search by District/Beat

Search by Location

Search by Suspect

Search by Victim

Search by Vehicle

Previous Next Reset Search CLOSE

Each module can be searched by similar criteria to that used by the incident search. Shown here is the Citation Search Menu.

**Records Management System**

**Glendale Police Department  
Citation Search Menu**

Citation #: 2008000

Name: Jones, Fred

Start Date: 8/1/2008 Set End Date: 8/31/2008 Set

Offense: Assault/Battery

Location: 7058 GOLDEN MEADOWS RD

Beat: 5D

Select Officer: Mathews, Jannie

Court Date: 8/30/2008 Set

View All Citations

Search by Citation #

Search by Name

Search by Date

Search by Offence

Search by Location

Search by District/Beat

Search by Officer

Search by Court Date

Previous Next Reset Search CLOSE

The Traffic Accident Search Menu.

**Records Management System**

**Glendale Police Department  
Traffic Citation Search Menu**

Traffic Citation #: 6798394

Name: Bodine, Annette

Start Date: 8/1/2008 Set End Date: 8/31/2008 Set

Violation: General speed law

Location: 4803 GLENWOOD HEIGHTS ST

Beat: 6A

Select Officer: Anderson, Cheryl

Court Date: 8/5/2008 Set

Vehicle: 2007 Buick REG, Tag: XYZ321, VIN: 987A32198745652

View All Citations

Search by Citation #

Search by Name

Search by Date

Search by Violation

Search by Location

Search by District/Beat

Search by Officer

Search by Court Date

Search by Motor Vehicle

Previous Next Reset Search CLOSE

And the Warrant Search Menu.

**Records Management System**

**Glendale Police Department  
Warrant Search Menu**

Warrant #: 2008002

Name: Franks, Ann

Start Date: 3/1/2008 Set End Date: 7/1/2008 Set

Offense: Drug/Narcotic Violations

Select Officer: Ortega, Rodrigous

View All Warrants

Search by Warrant #

Search by Name

Search by Date

Search by Offense

Search by Officer

Previous Next Reset Search CLOSE

Each of the static tables in the database is modified through the Table Maintenance screen. The various tables are grouped according to their category: Code Tables, Organizations, Person, Property, Vehicle or Traffic Accident.

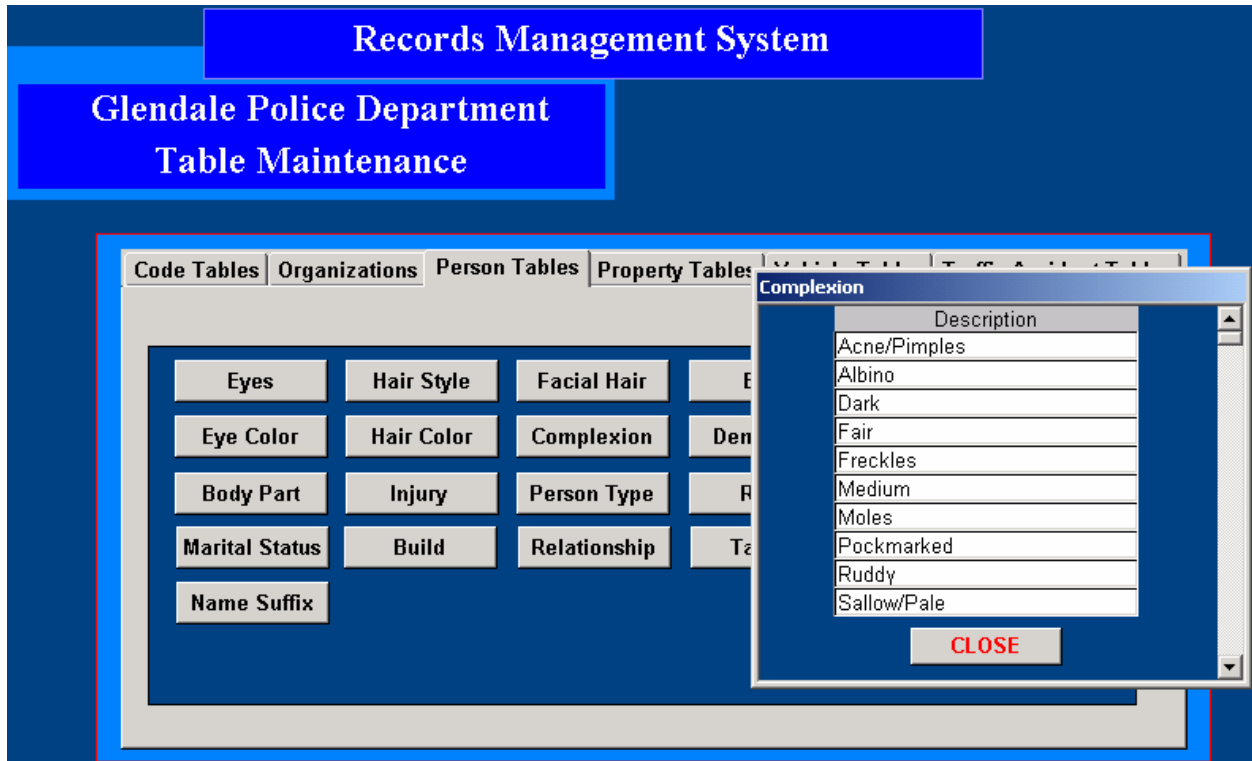
Tables and drop-down boxes speed data entry and help prevent operator error. Table maintenance screens provide a means for modifying, updating and adding to the data in tables used by the drop-down selection boxes found throughout the program. From the Table Maintenance screen the agency can customize the PSCS Records Management System to their specific department.

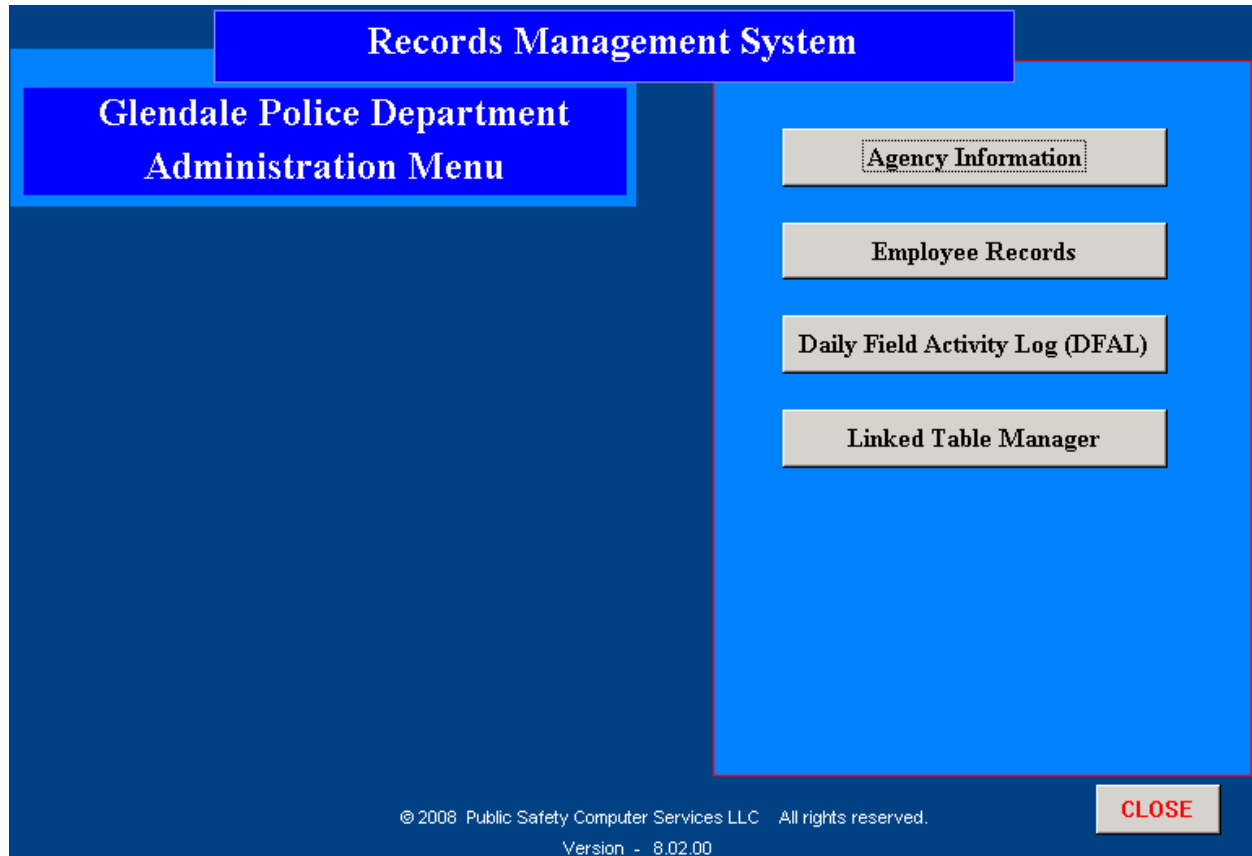
**Records Management System**

**Glendale Police Department**  
**Table Maintenance**

| Code Tables           | Organizations    | Person Tables     | Property Tables    | Vehicle Tables       | Traffic Accident Tables |
|-----------------------|------------------|-------------------|--------------------|----------------------|-------------------------|
| Rank Descriptions     | Incident Class   | Supervision Types | Jurisdiction Codes | Billing Codes        |                         |
| Employment Categories | UCR Charge Codes | Offense Codes     | Billing Status     | Incident Disposition |                         |
| Use Of Force          | Plea Types       | Incident Types    | Numbers            | Beats/Districts      |                         |
| Separation Codes      | Traffic Citation | Bureau            | Division           | Case Disposition     |                         |

Buttons on the Table Maintenance tabs provide access to each table where items can be added, deleted or modified.





The Administration Menu is used to access Agency Information, Employee Records, the Daily Field Activity Log and the Linked Table Manager.

The Linked Table Manager button is used to link the client program on each workstation to the external database on the server. In a small environment where there is only one client workstation, the server software can reside on the same computer, but is still in a separate database. Using this method, updates to the client software may be installed without overwriting existing data in the database.

## Records Management System

### Glendale Police Department Agency Information

Agency Information

|                 |                            |        |       |           |            |         |        |
|-----------------|----------------------------|--------|-------|-----------|------------|---------|--------|
| ORI#:           | LA0000000                  |        |       |           |            |         |        |
| Agency Name:    | Glendale Police Department |        |       |           |            |         |        |
| Address Line 1: | 1 Police Plaza             |        |       |           |            |         |        |
| Address Line 2: |                            |        |       |           |            |         |        |
| City:           | Glendale                   | ST:    | LA    | Zip Code: | 71111-0000 | County: | Casper |
| Contact Person: | Jim Taylor                 | Title: | Chief |           |            |         |        |
| Phone:          | (555) 555-5555             | FAX:   |       |           |            |         |        |

CLOSE

Agency information is maintained for use in report headers and form letters.

The PSCS Records Management System is not a human resources package, however law enforcement personnel records are included for operational needs. The Personnel Information form is where all of this employee information is maintained. Tabs provide access to the various screens for entry and update of employee name, address information, physical description, employment information, emergency contact information, training and certification records.

The screenshot shows a web-based form titled "Records Management System" for the "Glendale Police Department". The main heading is "Personnel Information". An "Employee Name" field contains "Davidson, Jason". Below this is a tabbed interface with the following tabs: "Name", "Address", "Emergency Contact", "Employment Information", "Employment History", "Training", and "Certifications". The "Name" tab is active, displaying a form with the following fields: "Last Name" (Davidson), "First" (Jason), "Middle" (empty), "Prefix" (dropdown), "Suffix" (dropdown), "DOB" (8/17/1962) with a "Set" button, "Place of Birth" (empty), "SSN" (empty), "Marital Status" (Married dropdown), "DLN" (empty), "DL ST" (dropdown), "DL Type" (dropdown), "Sex" (Male dropdown), "Race" (White dropdown), "Ethnicity" (Not of Hispanic Origin dropdown), "Resident Status" (Resident dropdown), and "Blood Type" (A- dropdown). At the bottom of the form are two buttons: "Enter New Employee" and "CLOSE".

**Records Management System**

**Glendale Police Department**  
**Personnel Information**

Employee Name: Davidson, Jason

Name | Address | Emergency Contact | Employment Information | Employment History | Training | Certifications

Last Name: Davidson | First: Jason | Middle: | Prefix: | Suffix: |

DOB: 8/17/1962 | Set | Place of Birth: | SSN: |

Marital Status: Married | DLN: | DL ST: | DL Type: |

Sex: Male | Race: White | Ethnicity: Not of Hispanic Origin |

Resident Status: Resident | Blood Type: A- |

Enter New Employee | CLOSE

**Records Management System**

**Glendale Police Department  
Personnel Information**

**Employee Name:** Davidson, Jason

**Name** | **Address** | **Emergency Contact** | **Employment Information** | **Employment History** | **Training** | **Certifications**

**Type:** PR24  
**Description:** PR-24  
**Class Date:** 11/14/2007 **Set**  
**Location:**  
**Instructor:**  
**Completed:**  **Certificate#:**  
**Certificate Date:** 11/19/2007 **Set**  
**Certification Expires:** 11/19/2008 **Set**

**Add Training**

Record: 1 of 1

**Enter New Employee** **CLOSE**

The agency can also track Training and Certifications in the Personnel Information section. Expiration dates show in yellow 30 days prior to expiration and in red when the certification has expired. In addition to agency specific training and certification, this can also be used to track things like driver's license and automobile insurance expiration dates.

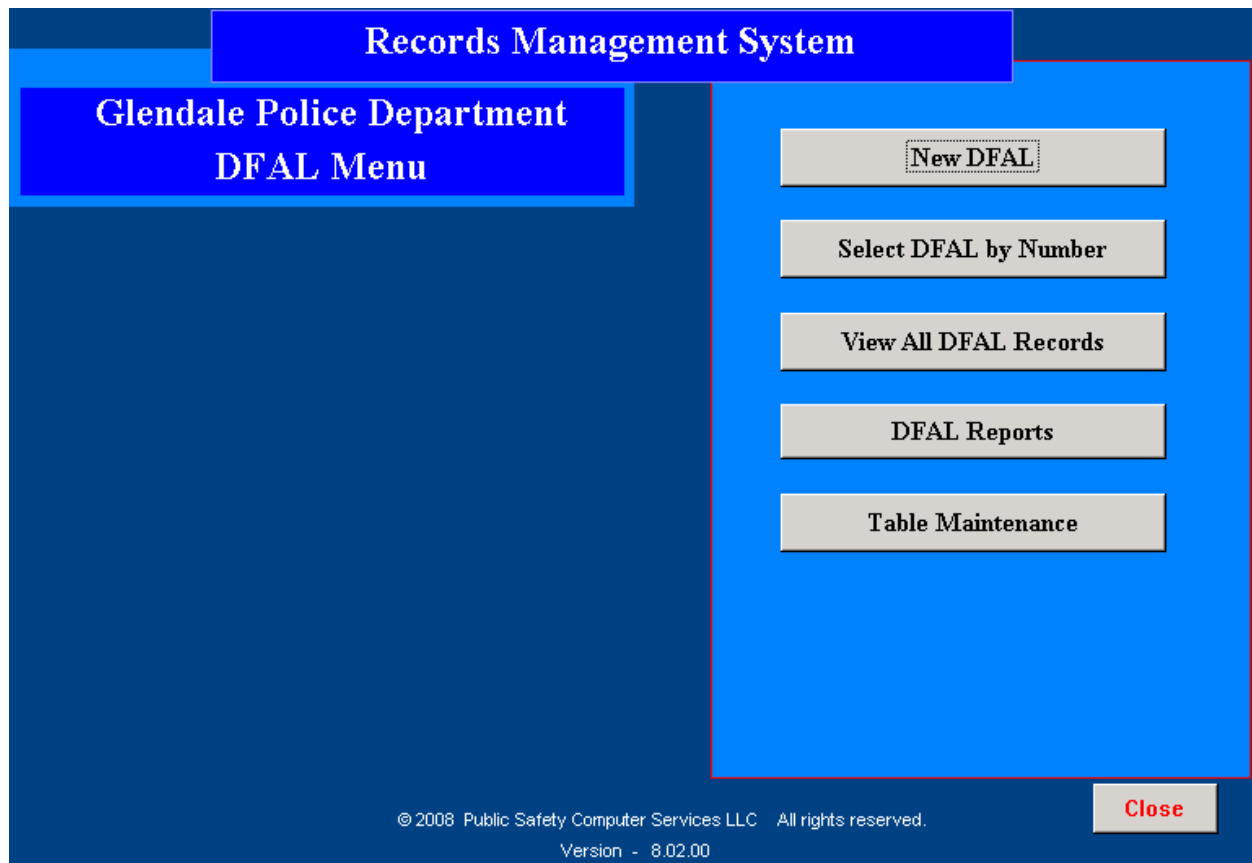
**Name** | **Address** | **Emergency Contact** | **Employment Information** | **Employment History** | **Training** | **Certifications**

| Type      | Description           | Date      |     | Location                | Instructor   | Expires    |     |
|-----------|-----------------------|-----------|-----|-------------------------|--------------|------------|-----|
| Fire Arms | Certified on Glock 9m | 2/15/2002 | Set | Gold Point Firing Range | Abbott Smith | 11/11/2008 | Set |
| PR-24     | Baton Certification   | 0/15/2002 | Set | Jones Gym               | Sam Jones    | 10/15/2008 | Set |

**Add Certifications**

Record: 2 of 2

The Daily Field Activity Log, or DFAL menu is where the user can select to create a new DFAL, select an existing DFAL record, view all existing DFAL records or go to table maintenance.



To create a new DFAL, begin by entering the date for the record as an eight digit number in the format YYYYMMDD. Tab to the Badge Number field and enter the badge number. The system uses the date and badge number as the key to the record. These are saved in a string in the order of badge number followed by date. This assures that in a multi-user environment, no two records will have identical record numbers. In addition, this system makes locating an existing record as easy and keying in the badge number followed by the date.

**Records Management System**

**Glendale Police Department**  
**New Daily Field Activity Log**

Date:  **Set**

Badge Number:

**Open New DFAL for Data Entry**

**Close**

| 86320080702      |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | DAILY FIELD ACTIVITY LOG |                |            |            |               |                 |            |         |           |             | Total Activity Time<br>121 |              |            |                |   |  |  |  |  |  |  |
|------------------|------------------|----------------|----------------|--------------|---------------|---------------|--------------|-------------|---------|-----------------|-----------------|------------|----------|--------------------------|----------------|------------|------------|---------------|-----------------|------------|---------|-----------|-------------|----------------------------|--------------|------------|----------------|---|--|--|--|--|--|--|
| Gibson, Shayne   |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | Ser                      |                | 7/2/2008   |            | THU           | 5               | G2         |         |           |             |                            |              |            |                |   |  |  |  |  |  |  |
| Name             |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | Rank                     |                | Date       |            | Day           | District        | Assignment |         | Unit #    | Division:   |                            | Supervisor   |            |                |   |  |  |  |  |  |  |
| Total Activities | Stolen Veh. Rec. | Felony Arrests | Felony Assists | Misd Arrests | Misd. Assists | Misd. Summons | Offense Rpts | Supplements | Acc Rts | Traffic Tickets | Parking Tickets | Court Time | FI Cards | Intelligence             | Juv. Citations | Res. Check | Bus. Check | Traffic Stops | Traffic Control | Training   | SI Time | Type Drug | Amount Drug | Vehicle Seized             | Money Seized | Counseling | Administration |   |  |  |  |  |  |  |
| 14               | 0                | 0              | 0              | 0            | 0             | 0             | 0            | 0           | 0       | 0               | 2               | 0          | 0        | 0                        | 0              | 1          | 7          | 0             | 0               | 0          | 0       | 0         | 0           | 0                          | \$0.00       | 0          | 0              |   |  |  |  |  |  |  |
| 0                | 0                | 0              | 0              | 0            | 0             | 0             | 0            | 0           | 0       | 0               | 0               | 0          | 0        | 0                        | 0              | 0          | 0          | 0             | 0               | 0          | 0       | 0         | 0           | 0                          | 0            | 0          | 0              | 0 |  |  |  |  |  |  |

| A<br>C<br>T | Signal | Call Received | Call Cleared | Time On Call | Time On Report | Total Time | Location                 | On Scene Supervisor | Disposition | # Arrests |   | R<br>M | S<br>U<br>P | A<br>R |
|-------------|--------|---------------|--------------|--------------|----------------|------------|--------------------------|---------------------|-------------|-----------|---|--------|-------------|--------|
|             |        |               |              |              |                |            |                          |                     |             | F         | M |        |             |        |
| 1           | 99     | 9:45:00 PM    | 9:45:00 PM   | 20           | 0              | 20         | Vehicle insp/radar check |                     | Hbo         | 0         | 0 |        |             |        |
| 2           | 35     | 10:09:00 PM   | 10:09:00 PM  | 9            | 0              | 9          | Texaco                   |                     | Hbo         | 0         | 0 |        |             |        |
| 3           | 45     | 10:20:00 PM   | 10:20:00 PM  | 9            | 0              | 9          | us 80 @ Adesa            |                     | Verbal      | 0         | 0 |        |             |        |
| 4           | 36     | 11:10:00 PM   | 11:10:00 PM  | 2            | 0              | 2          | 8356 E Satinwood         |                     | Hbo         | 0         | 0 |        |             |        |
| 5           | 35     | 11:17:00 PM   | 11:17:00 PM  | 7            | 0              | 7          | Flying J                 |                     | Hbo         | 0         | 0 |        |             |        |
| 6           | 70     | 1:38:00 PM    | 1:40:00 PM   | 4            | 0              | 4          | us 79                    |                     | Hb868       | 0         | 0 |        |             |        |
| 7           | 45     | 2:20:00 AM    | 2:20:00 AM   | 5            | 0              | 5          | 20 eb mm 5               |                     | Verbal      | 0         | 0 |        |             |        |
| 8           | 35     | 2:45:00 AM    | 2:45:00 AM   | 30           | 0              | 30         | kellys                   |                     | Hbo         | 0         | 0 |        |             |        |
| 9           | 35     | 1:53:00 AM    | 1:53:00 AM   | 3            | 0              | 3          | Praise Temple            |                     | Hbo         | 0         | 0 |        |             |        |
| 10          | 45     | 2:13:00 AM    | 2:13:00 AM   | 11           | 0              | 11         | 20 eb mm 6               |                     | T-14277     | 0         | 0 |        |             |        |
| 11          | 35     | 2:29:00 AM    | 2:29:00 AM   | 3            | 0              | 3          | used truck center        |                     | hbo         | 0         | 0 |        |             |        |
| 12          | 45     | 2:40:00 AM    | 2:40:00 AM   | 9            | 0              | 9          | 20 eb mm 5               |                     | t-14278     | 0         | 0 |        |             |        |
| 13          | 35     | 2:58:00 AM    | 2:58:00 AM   | 5            | 0              | 5          | Texaco                   |                     | hbo         | 0         | 0 |        |             |        |
| 14          | 35     | 4:53:00 AM    | 4:53:00 AM   | 4            | 0              | 4          | speedco                  |                     | hbo         | 0         | 0 |        |             |        |
| 15          | 1      |               |              | 0            | 0              | 0          |                          |                     |             | 0         | 0 |        |             |        |
| 16          | 1      |               |              | 0            | 0              | 0          |                          |                     |             | 0         | 0 |        |             |        |
| 17          | 1      |               |              | 0            | 0              | 0          |                          |                     |             | 0         | 0 |        |             |        |

|                    |       |                 |       |              |    |              |      |
|--------------------|-------|-----------------|-------|--------------|----|--------------|------|
| Beginning Mileage: | 25131 | Ending Mileage: | 25195 | Total Miles: | 64 | Tape Number: | 5597 |
|--------------------|-------|-----------------|-------|--------------|----|--------------|------|

N  
O  
T  
E  
S  
 Tape 5597

The top section of the DFAL has summary information about the officer's day and includes fields for number of arrests by type, number of reports and supplements, citations, traffic stops, field interviews and others.

| 86320080702      |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | DAILY FIELD ACTIVITY LOG |                |            |            |               |                 |            |         |           |             | Total Activity Time<br>121 |              |            |                |   |  |  |  |  |  |  |
|------------------|------------------|----------------|----------------|--------------|---------------|---------------|--------------|-------------|---------|-----------------|-----------------|------------|----------|--------------------------|----------------|------------|------------|---------------|-----------------|------------|---------|-----------|-------------|----------------------------|--------------|------------|----------------|---|--|--|--|--|--|--|
| Gibson, Shayne   |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | Ser                      |                | 7/2/2008   |            | THU           | 5               | G2         |         |           |             |                            |              |            |                |   |  |  |  |  |  |  |
| Name             |                  |                |                |              |               |               |              |             |         |                 |                 |            |          | Rank                     |                | Date       |            | Day           | District        | Assignment |         | Unit #    | Division:   |                            | Supervisor   |            |                |   |  |  |  |  |  |  |
| Total Activities | Stolen Veh. Rec. | Felony Arrests | Felony Assists | Misd Arrests | Misd. Assists | Misd. Summons | Offense Rpts | Supplements | Acc Rts | Traffic Tickets | Parking Tickets | Court Time | FI Cards | Intelligence             | Juv. Citations | Res. Check | Bus. Check | Traffic Stops | Traffic Control | Training   | SI Time | Type Drug | Amount Drug | Vehicle Seized             | Money Seized | Counseling | Administration |   |  |  |  |  |  |  |
| 14               | 0                | 0              | 0              | 0            | 0             | 0             | 0            | 0           | 0       | 0               | 2               | 0          | 0        | 0                        | 0              | 1          | 7          | 0             | 0               | 0          | 0       | 0         | 0           | 0                          | \$0.00       | 0          | 0              |   |  |  |  |  |  |  |
| 0                | 0                | 0              | 0              | 0            | 0             | 0             | 0            | 0           | 0       | 0               | 0               | 0          | 0        | 0                        | 0              | 0          | 0          | 0             | 0               | 0          | 0       | 0         | 0           | 0                          | 0            | 0          | 0              | 0 |  |  |  |  |  |  |

The middle section is where the officer enters details of each activity.

| A<br>C<br>T | Signal | Call Received | Call Cleared | Time On Call | Time On Report | Total Time | Location                 | On Scene Supervisor | Disposition | # Arrests |   | R<br>M | S<br>U<br>P | A<br>R |
|-------------|--------|---------------|--------------|--------------|----------------|------------|--------------------------|---------------------|-------------|-----------|---|--------|-------------|--------|
|             |        |               |              |              |                |            |                          |                     |             | F         | M |        |             |        |
| 1           | 99     | 9:45:00 PM    | 9:45:00 PM   | 20           | 0              | 20         | Vehicle insp/radar check |                     | Hbo         | 0         | 0 |        |             |        |
| 2           | 35     | 10:09:00 PM   | 10:09:00 PM  | 9            | 0              | 9          | Texaco                   |                     | Hbo         | 0         | 0 |        |             |        |
| 3           | 45     | 10:20:00 PM   | 10:20:00 PM  | 9            | 0              | 9          | us 80 @ Adesa            |                     | Verbal      | 0         | 0 |        |             |        |
| 4           | 36     | 11:10:00 PM   | 11:10:00 PM  | 2            | 0              | 2          | 8356 E Satinwood         |                     | Hbo         | 0         | 0 |        |             |        |
| 5           | 35     | 11:17:00 PM   | 11:17:00 PM  | 7            | 0              | 7          | Flying J                 |                     | Hbo         | 0         | 0 |        |             |        |

At the bottom the officer enters the beginning and ending mileage, video tape number and there is room for any notes the officer needs to write. Buttons provide the ability to add additional activities or preview the report.

|                           |           |                        |       |                     |    |                     |      |                       |
|---------------------------|-----------|------------------------|-------|---------------------|----|---------------------|------|-----------------------|
| <b>Beginning Mileage:</b> | 25131     | <b>Ending Mileage:</b> | 25195 | <b>Total Miles:</b> | 64 | <b>Tape Number:</b> | 5597 | <b>Add Activity</b>   |
| <b>NOTES</b>              | Tape 5597 |                        |       |                     |    |                     |      | <b>Preview Report</b> |
|                           |           |                        |       |                     |    |                     |      | <b>Close Form</b>     |

The DFAL module can run in a multi-user, networked environment or on a stand alone desktop or laptop PC. In a networked environment, the data is stored on a server. As a stand alone computer, the data is stored on the local hard drive until the computer is connected to the network again when it can be offloaded to the server's database.

The DFAL Reports Menu can be accessed from the DFAL Menu.

**Records Management System**

**Glendale Police Department  
DFAL Reports Menu**

Select Date Range

Start Date: 7/1/2008 Set End Date: 7/31/2008 Set

BadgeNo: 863

Unit: G6

DFAL Officer Activity

Mileage by Unit Number

Mileage by Date - All Units

CLOSE

Optional add-ons:

- ✓ Additional extended 12 month warranty which includes continued support and software updates.
- ✓ Data conversion from existing systems.

## **Public Safety Computer Services LLC**

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