



California State University, Los Angeles
Department of Public Safety

NUMBER: II-7 APPROVED: _____
EFFECTIVE: February 26, 2010 Gregory D. King, Chief of Police

SUPERSEDES: 4/17/2007 Reviewed/Revised: January 31, 2010

SUBJECT: **Records Data Collection and Maintenance**

I. PURPOSE.

The purpose of this directive is to establish the policy and procedures for capturing and maintaining a variety of data for the use of measuring case loads, and providing compilations of data to assist with management decisions in order to meet the operational and information needs of the Department.

II. POLICY.

It is the policy of this Department that the central records function support the effective delivery of law enforcement services through the comprehensive collection and preservation of information generated via the Automated Records Management System (ARMS).

III. DEFINITIONS. None.

IV. PROCEDURES.

A. Alphabetical Master Name Index

The Department shall maintain a Master Name Index to include the names of persons identified in field reports in the Automated Records Management System (Appendix A).

B. The Department maintains records through the Automated Records Management System (ARMS).

1. ARMS includes at a minimum:
 - a. Service calls and crimes by type;
 - b. Service calls and crimes by location; and,
 - c. Stolen, found, recovered, and evidentiary property files.
2. Dispatchers enter service calls and crime reports into the ARMS Computer Aided Dispatch (CAD) system and Police Officers enter police and incident reports into the ARMS Case Management section. From these sections, miscellaneous statistical reports are extracted from the ARMS system for analysis.

3. The Records Department compiles crime statistic reports on a monthly basis for submission to the Department of Justice.
4. The Police Officer taking the report shall enter property information into the ARMS system by type such as stolen, found, recovered and evidentiary designations. The Officer will also complete a Property form and a copy shall be attached to the report.

C. Traffic Records System

1. The Records Unit shall collect and maintain records to develop a base of information regarding traffic accidents and traffic enforcement data via the Automated Records Management System and other databases developed by the Records Unit for this use.
2. This information shall be made available to patrol personnel responsible for performing traffic investigation and enforcement functions. Records shall maintain the information for three years and include the following:
 - a. Traffic collision data – reports, investigations, and locations;
 - b. Traffic enforcement data – citations, arrests, locations, and dispositions;
 - c. Roadway hazard reports; and,
 - d. Traffic collision and enforcement analysis reports.
3. The California Highway Patrol Statewide Integrated Traffic Reporting System quarterly report shall serve as an additional resource for traffic collision and enforcement data.
4. The Records Unit shall be functionally responsible for processing, maintenance, and distribution of all traffic accident reports and citations.
5. The Records Unit shall be responsible for the retention and release of information within legal guidelines and established procedures for release of information.
6. The Chief of Police or his/her designee shall be responsible for obtaining information for an annual accident or enforcement summary.
 - The summary format shall be a written analysis to include temporal and geographic data and causative factors.
 - A plan of action listing corrective measures to be taken, including goals, objectives, and timetables shall also be included.

D. Traffic Citation Maintenance

1. The Records Unit maintains all records pertaining to traffic citations, including:
 - a. the issuance of citations booklets to police officers;
 - b. the accounting for citations; and,
 - c. the storage of the citations in a secure file cabinet.

2. Upon the request by a police officer for a citation booklet:
 - a. Records personnel verify that the citation booklet contains a total of 25 citations.
 - b. A handwritten log is maintained of all citation booklets issued to the officers. The log entry consists of the citation book number, the date issued to the officer, and the name of the officer to whom the booklet was issued.
 - c. Additionally, an ARMS entry of the citations booklet issued shall also be initiated to assist with the tracking of citations.
3. Upon the issuance of a citation by an officer to a violator:
 - a. The officer submits the citation to a Sergeant for review and approval.
 - b. Once approved, the Sergeant shall submit the citation to the Records Unit for processing.
 - c. The Records Unit reviews the citation for accuracy and completeness. If the citation is not accurate or is incomplete, it shall be returned to the officer via the Sergeant. The Sergeant shall have the officer complete a "Citation Correction Request" form and resubmit the citation with the correction form to the Records Office for review and processing.
 - d. The Records Unit reviews the forms and subsequently enters the citation into the ARMS Citation section.
 - e. The violator's information automatically defaults to the ARMS Master Name Index.
 - f. Adult citations are forwarded to the corresponding jurisdiction, including the following:
 - 1) Alhambra Court, 150 W. Commonwealth Ave., Alhambra, CA 91801
 - 2) East Los Angeles Superior Court, 214 S. Fetterly Ave., Los Angeles, CA 90022
 - 3) Los Angeles Municipal Court, 1945 South Hill St., Los Angeles, CA 90007
 - g. Juvenile citations are forwarded to the Juvenile Traffic Court.
 - h. A letter is included along with the citations outlining all the citations included in the mailing.
 - i. If an error is found on a citation, a letter is sent to the violator indicating the correction.
4. A Record's Office copy and an officer's copy of the citations are filed by the first letter of the violator's last name and by chronological order within each letter section of the alphabet.
5. The citations are secured in a locked cabinet in the Records Office.
6. Officers may request their copy of the citation for court purposes. Record's personnel initiate a handwritten log entry when citations are given out to officers.

E. Record Maintenance In Operational Components

1. All police records shall be maintained in the Records Office and according to the established record retention schedule.
2. The Investigations Unit shall maintain case files on active cases being investigated. Cases shall be transferred to the Records Unit when inactivated.
3. Copies of all Police reports will be distributed to Dispatch as a reference file. These reports are copied by Records and are not to be distributed outside of the agency.

F. Agency Identification Numbers and Criminal History File

1. The Records Office shall assign an identification number, which is a person-oriented number and is to be assigned to a specific person.
2. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person should be referenced to his or her identification number.
3. The identification number will be logged in on the CSULA Arrestee Identification Number log. The Records Office shall cross-reference the log by name to ensure no duplication of the identification numbers is made.
4. A criminal history file known as a crime jacket shall be assembled to include a copy of the arrest report, including the rap sheet, fingerprint cards, and a photograph (if available).
 - a. This file shall be maintained by and secured in the Records Office.
 - b. If the Detective Unit receives the arrest report prior to the Records Office, a detective shall prepare the crime jacket and upon filing the case, provide the crime jacket to the Records Office.
 - c. Juvenile crime jackets are to be clearly identified as a juvenile record and filed accordingly.

G. Recording Arrest Information

1. All arrests, regardless whether they are processed in the field or at the police station, require that the arresting officer be assigned a Department Record number (DR) and complete the booking automated information on the subject arrested.
2. Misdemeanor Traffic Violations – require the following:
 - a. Notice to Appear (Traffic Citation) and Citation Correction Request (if applicable);
 - b. Officer's Arrest Report (ARMS); and,
 - c. Evidence and Property form (if applicable).

3. Hazardous Misdemeanor Violations (Driving Under the Influence), Non-Traffic Misdemeanor Violations, and Felonies – require these additional items:
 - a. Fingerprints
 - b. Palm Prints
 - c. Photograph (taken prior to being released or transported to LA County Jail)
 - d. Exceptions:
 - Combative or violent person who could cause bodily injury to self or others
 - Persons arrested solely for 647 (f) P.C. (drunkenness)
 - Any child (13 years old and younger) may have his/her photograph and fingerprints taken with Watch Commander approval
 - Persons who are physically incapable of completing the identification process.
4. Identification process is the responsibility of the arresting officer. Arresting officer shall indicate on the arrest report that the identification process was completed. Completion of the following reports and forms are required:
 - a. Officer's arrest report;
 - b. Los Angeles County Sheriff's Booking Slip (if appropriate);
 - c. Los Angeles County Sheriff's Add Charge Slip (if appropriate);
 - d. Evidence and Property Form (if applicable); and,
 - e. Any additional reports and/or forms, as directed by the Watch Commander, related to an adult or juvenile criminal arrest.

H. Warrant and Wanted Persons File

1. The Warrant and Wanted persons file shall be secured in the Dispatch Center for immediate access as necessary.
2. The Watch Commander shall ensure that the Warrant Folder is safeguarded at all times.
3. The Watch Commander will check the Warrant Folder and disseminate warrant information during briefing.
4. When an investigating officer seeks a misdemeanor or felony complaint/arrest warrant on a suspect who is not in-custody, he/she shall present the case to the appropriate prosecution office either the Los Angeles City Attorney or the Los Angeles District Attorney's office. If the complaint is issued, the investigating officer shall deliver the complaint to the warrant clerk, sign and swear to the complaint and obtain the warrant.
5. All CSULA PD warrants are entered into the Los Angeles County Warrant System (CWS) repository and remain there until served, at which time they are returned to the issuing court.

6. The criteria for entering notices in the regional, state, and federal information systems have been established and met by the court. When the court issues a misdemeanor or felony warrant, the court will enter the warrant into the Los Angeles County Warrant System (CWS; also known as the “Wanted Persons System”), and/or the National Crime Information Center (NCIC) for felony warrants.
 - a. The investigating officer shall obtain a certified printout of the arrest warrant, or one provided via the JDIC/NCIC or CWS system.
 - b. The officer shall review the information on the CWS notice for completeness and accuracy against the original report. If the investigating officer finds any missing or incorrect information on the CWS warrant he or she shall immediately advise the court’s warrant clerk of the error and/or missing information.
 - c. There is no seriousness or minimum bail requirement for a warrant to be entered into the CWS. The only requirement is related to misdemeanors and the agency must agree to go to the location the person was arrested and transport them back to the jurisdiction of record. This will be considered on a case by case basis with the Sergeant of Investigations reviewing the factors.
 - d. Criteria for receiving information from other jurisdictions, includes:
 - Certification of the printout via direct contact with the originating jurisdiction;
 - Verifying of all factors, including identification of suspect and bail requirements, if any; and
 - Documenting all information received by entry into the CAD/ARMS system.
7. The investigating officer shall log the arrest warrant into the warrant book located in the Dispatch Center and place a copy of the certified printout of the arrest warrant into the warrant book.
 - a. The certified printout shall be forwarded to the Records Unit with a follow-up report.
 - b. Records personnel will ensure that the certified warrant printout is entered into the appropriate case file.
 - c. An ARMS entry will be made when an arrest is made and information relative to the warrant service will be maintained via a written report.
8. The criminal arrest warrant system for the State of California and the County of Los Angeles is automated and available 24 hours a day. There shall be 24-hour access to the warrant book/file located in the Dispatch Center.
9. When the computer system is non-operational, the appropriate city, county, or state agency can be contacted via the telephone and warrant information can be located by conducting a manual search.
10. When field contact reveals an outstanding warrant on an individual, dispatch personnel shall follow the CLETS/NCIC hit confirmation procedures to confirm that the warrant is still current.

- a. Receipt of warrant information may be via the California Law Enforcement Telecommunications Systems databases, by telephone, or police agency contact.
- b. Upon the receipt of a hit on the CLETS system, the Dispatcher shall verify the information by initiating a hit confirmation request. A timely response is required for hit confirmations.
- c. Upon confirmation of the hit, the Dispatcher shall relay that information to the appropriate officer(s).

11. A printout of all CLETS transactions shall be made and included with the report to assist with recording information in agency files.

12. Justice Data Interface Controller When a warrant is served by the CSULA PD or a CSULA PD warrant is served by any other agency from the CWS, the warrant shall be pulled or cancelled from the CWS system by the Los Angeles Police Department – Records and Identification Unit. The copy of the warrant placed in Dispatch shall also be purged.

V. APPENDICES.

- A. ARMS Master Name Index
- B. ARMS Crime Codes – Traffic

ARMS - [Master Name]

File Edit ARMS Record System Commands Lists Tools Functions

Master Name

Next Previous Find Look Up Add Modify Save Cancel Print

Last Name	First Name	Mid Name	Suffix	Race	Sex	D
SSN	Driver's License	DL St	Student Id	State Id	FBI Id	F
Officer Safety		Email				

Address Phone Physical Description Alias Interview Vehicle Arrest/Referral Citations Warrant

Address Type	Street Number	Street	City	State

Right Click to Add, Edit and Delete Associated Records

Appendix B.

ARMS - [Case Management Face Page]

File Edit ARMS Record System Commands Lists Tools Functions Investigations Spell Check

Case Management Face Page

Next Previous Last Find

Report Title

Face Page Narrative

Report Nbr **07-00213** Related Agency

Location **HEALTH CENTER BLDG**

Street Nbr Street

Additional

☐ Alcohol Related
☐ Traffic Related
☐ Drugs Involved
☐ Group Involved
☐ Arrest Occured
☐ Domestic Violence
☐ Senior Citizen
☐ School as Victim
☐ State as Victim
☐ Business as Victim

Copies

☐ CI
☐ DE
☐ DI
☐ JU
☐ OT
☐ OT
☐ PA
☐ S.C

Code

ME

?

483 Records found meeting search criteria

Save Cancel

Classification	Description	Offense Code	UCR Co
STATION DETAIL	STATION DETAIL	STADET	
TAMPERING	Tampering with Utilities	TMPU	
TAMPERING	Remove/alter serial number or ID mark	537E	
TAMPERING	TAMPERING WITH FIRE ALARM/EXTINGUIS	TMPFA	15
TAMPERING	VEHICLE TAMPERING	TMPMV	85
THREATS	CRIMINAL THREATS	THREAT	15
THREATS	Threats-Public Ofcr, Employee, Officials	THRET1	15
TRAFFIC	HIT AND RUN CAUSING T/C	20002	
TRAFFIC	DUTY TO STOP AT SCENE OF INJURY ACCI	20001	
TRAFFIC	Roadway Hazard	RDWYHZ	
TRAFFIC	TRAFFIC COLLISION - DEPT VEH/INJURY	TCDI	
TRAFFIC	TRAFFIC COLLISION - DEPT VEH/NON-INJ	TCDNI	
TRAFFIC	TRAFFIC COLLISION - NON-INJURY	TCNI	
TRAFFIC	TRAFFIC STOP	TS	
TRAFFIC	TRAFFIC COLLISION W/INJURY	TCI	17
TRESPASS	REFUSAL TO LEAVE, INTERFERE WITH CA	TRESP	15
TRESPASS	Failure to Leave Campus-30 days	TRESP1	15
TRESPASS	Trespass/Entering Property w/out Consent	TRESP2	15
TRESPASS	Unlawful Entry Upon Campus or Facility	626.4	15
UNAUTHORIZED ENTRY	Unauthorized Entry of Property	602.5	15