



1. Employees on duty and their status.
2. Date and time of each call as it is received.
3. Location of call.
4. Type of call: 9-1-1, Medical emergency, Crimes, Service calls, etc.
5. Information of reporting party. May include, name, address, and phone number.

NOTE: The names of victims of domestic violence, sexual assault, hate crimes, and juveniles are not to be included in the Summary field of ARMS Enterprise Edition, but may be entered in the Confidential field. Victims of sex crimes may request confidentiality or the party may wish to remain anonymous. This information should also be noted under the confidential section.

6. Personnel assigned to handle the call.
7. Time call is dispatched, arrival time and time call is complete.
8. Summary of call that is releasable to the public, and/or media in the "Summary" field of ARMS Enterprise Edition.

- **It is required** that the Summary field include **any crime** that occurred on campus, also the nature, date, time, and general location of the crime, as well as its disposition if known (Clery Act).

(Limited information may be withheld to protect victim confidentiality, to ensure the integrity of ongoing investigations, or to keep a suspect from fleeing. If information is withheld, Investigations shall be notified by the Watch Commander and the log shall be updated by the Investigation's Supervisor once the adverse effect is no longer likely to occur. This update shall be in the form of a Supplemental Report, a copy of which shall be attached to the original log entry page. This update requirement applies a period of 60 days from the date of the log in question).

- Entry of arrestee information in the Daily Log is optional and should be limited in scope for public safety reasons. This information shall be in compliance with Department Order I-9, Public Information and Media Policy, and shall be approved by the Watch Commander.
  - Any other information is to be entered into the Confidential field such as suspect names, description, date of birth, address, etc. (For additional information, see Section C.)
9. Disposition

C. Information which may not be released to the public or the media.

The following information should not be included in the Summary field of ARMS Enterprise Edition as it may not be released to the public or media; this does not apply to the Confidential field:

1. Identification of suspects not arrested and for whom no warrant has been issued.
2. The identity of victims and witnesses where release could cause extreme embarrassment.
3. The identity of sex crime victims. Release of general descriptions only.
4. The exact address of a sex crime offense if it could lead to the victim's identification.
5. The exact identifying information of a weapon or other tangible evidence.
6. Any information known only to the guilty party and/or critical investigative leads.
7. Any information that can lead to the identification of a person or persons that can be associated with medical or psychological diagnosis, and or, care of that person or persons including medications or treatment (HIPAA 1996).
8. The identity of any juvenile who is a suspect or defendant in a case subject to jurisdiction of the juvenile court.
9. The identity of any critically injured or deceased person prior to notification of the next-of-kin.
10. The results of any investigative procedure, such as lineups, polygraph examination, fingerprint comparison, ballistics test or other procedures. The fact that these tests have been performed may be revealed without further comment.
11. Information that if prematurely released may interfere with the investigation or apprehension of the suspect(s), such as the nature of leads, specifics of an "MO", details of the crime known only to the perpetrator and police or information that may cause the suspect to flee or more effectively avoid apprehension.
12. Information that may be of evidentiary value in criminal proceedings.
13. Specific cause of death, unless officially determined by the medical examiner.
14. Prior criminal conviction record, character or reputation of a defendant.
15. Existence or contents of a confession, admission or statement of a defendant or his/her failure or willingness to make a statement.
16. Identity, statements or expected testimony of any witness or victim.
17. Any opinion about the guilt or innocence of a defendant or the merits of a case.

D. Review of the Station Log

1. Dispatchers shall review the Station Log at the end of each shift (A1, A2, B1, B2) as they have the primary responsibility to ensure that the

appropriate information is included, and to prevent the inappropriate release of protected/confidential information.

2. Police officers shall review the log entries of their assigned calls to ensure that the appropriate information is included, and to prevent the inappropriate release of protected/confidential information prior to the end of each work shift.
3. Watch Commanders shall review the Station Log for their shift to ensure that the appropriate information is included, and to prevent the inappropriate release of protected/confidential information at the end of each work shift.

E. Printing the Station Log:

1. The Dispatcher will print a Station Log for each on-coming shift.
2. The on-duty graveyard Dispatcher will print a 24-hour Station Log and a Media Log each night after midnight. The Station Log will be placed on the clipboard located on the dutch door of the Briefing Room for viewing by Department employees. The Media Log will be placed on the clipboard located in the Front Office under the counter for viewing by the public.
3. In the event the Dispatcher is unable to print the log(s), the Watch Commander or Officer in charge will print the log(s) in the W/C office.
4. The Station Logs will be maintained on the clipboards for 60 days.
5. The Records Supervisor or staff will then remove the Logs and ensure they are filed in the proper manner.

V. APPENDICES:

- A. Sample: Station Log – ARMS Enterprise Edition entry screen.

APPENDIX A.

SAMPLE STATION LOG – ARMS ENTERPRISE EDITION ENTRY SCREEN

**ARMS - [CAD]**

File Edit ARMS Record System Lists Tools Commands CAD Functions

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**Computer Aided Dispatch**

Next Previous Find Add Modify Save Cancel Print

Date: 08/09/2006 Event Nbr: 06-08-09-018578 Report Nbr: Rec'd Via: 911

Incident: INCIDENT - 911 PHONE CALL Priority:

Location: SALAZAR HALL BLDG

Detail: SOUTH EAST

Street Nbr: Name: Apt Nbr:

Reporting Person: UNKNOWN Phone: 323-224-9859

Address:

Summary:  
9-1-1 HANG UP CALL  
NEGATIVE RESULTS.  
OR IN NEED OF HELP.

Confidential:  
D12  
10-20 AT SH 1ST FL M

Disposition:  
CALL COMPLETE, NO F

Issue Report  
 Alarm Response

Unit #	Officer Name	Activity	Rec'd	Dispatch	Enroute	Arrived	Cleared
203	DIVECCHIO	AC	11:55	11:57	11:57	11:57	12:03

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Available Units List			Hide Aux	Open Calls List						
Unit #	Beat	Location		Event #	Incident	PR	Status	As Of	Elapsed Time	Ur
203	CPL	METROLINK STATION, AND ...		018584	AP		On Scene	12:45	4	30
D12	DISP	BUNGALOW C, DISPATCH		018583	CODE7		On Scene	12:43	7	10