



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **RECORDS DATABASE**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. **POLICY**

The CCPD Records Database stores information from all field reports and tickets written by CCPD officers in a computerized database. The database is maintained by the Administrative Assistant. The database contains such information as dates/times, infractions, and suspect information. Every month the information in the database is used to create a series of statistic reports for the Chief and the Commissioners. An index for all of the reports currently on file is created as new reports are added.

II. **CONTENTS**

The records database contains the following information from every report and ticket written by a Cottage City Police Officer:

- A. Event Reports
 - 1. Dates and Times
 - 2. Incident Description
 - 3. Location
 - 4. Suspect/Vehicle Information
 - 5. Complainant Name and Address

6. Victim Name and Address
 7. Report Number
 8. Arrest Information
 9. Supplement Report Information
 10. Officer Involved
 11. Other Information (i.e., Property Stolen, Narrative -for some incidents, etc.)
- B. Accident Reports
1. Date and Time
 2. Location
 3. Persons and Vehicles Involved
 4. Type of Accident
 5. Witness Information
 6. Officer Involved
 7. County Report Number
- C. Tickets
1. Date and Location
 2. Ticket Disposition (Citation, Warning, ERO)
 3. Ticket Type (Parking, Speeding, Civil, Criminal)
 4. Driver Information
 5. Vehicle Information

6. Citation Number

7. Officer Involved

III. INDICES

The records database has the capability of creating and searching the following indices:

A. Master Name Index (CALEA 82.3.1)

The Master Name Index file is located on the station computer names can be searched or listed alphabetically from the following databases:

1. Event Reports

a. Complainants

b. Suspects

c. Victims

2. Accident Reports

a. Drivers

b. Witnesses

3. Tickets

a. Drivers

B. Incidents by Locations and Type

1. A comprehensive index of all the reports currently on file is provided after new reports are entered into the database. The index gives the following information:

a. Report Number

b. Date and Location

c. Complainant, Victim, and Suspect's Name (for event reports)

- d. Driver's Name and Vehicle License Number (for accident reports)
 - e. Incident Type
 - f. Officer Involved
2. The database has the capability to show a premise history for addresses entered by the user. The following information is displayed:
- a. Report Number
 - b. Incident Type
 - c. Date
- C. The Administrative Assistant can create indices based on almost any criteria.
- D. The Chief maintains a record of all found, recovered, and evidentiary property in a separate database