



ORANGE COUNTY SHERIFF'S OFFICE GENERAL ORDER RECORDS MANAGEMENT SYSTEM

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To: All Deputy Sheriffs & Office Personnel
From: Sheriff Carl E. DuBois
Subject: General Order - Records Management System

PURPOSE: The purpose of this General Order is to ensure that the Orange County Sheriff's Office shall maintain a records management system to include, but not limited to: report control for indexing, routine and follow up; records maintenance to include filing and security; records retrieval; participation in the Uniform Crime Reporting system; and the state criminal fingerprinting/criminal history system and compliance with statutory record retaining requirements. A system shall also be maintained for responding to requests made under the Freedom of Information Law.

I. RECORDS MANAGEMENT.

- A. All complaints and incidents received by the Orange County Sheriff's Office will be properly documented in the Impact Records Management System as per established policy.
- B. Each incident will be assigned a number when entered into the Impact Records Management System.
- C. Each incident will be assigned a unique blotter/case number when entered into the Impact RMS with the exception of citations.
 1. All Impact entries will have at minimum a blotter entry. No other entries will be made without a blotter entry.
 2. Deputies assigned to Satellite Security Posts shall gather all necessary information for entry into the Impact system for their report. Deputies are responsible for inputting their own blotter/case/arrest records/reports.
- D. Each incident will include the date, time, nature, any and all pertinent information of the call including a detailed narrative. A report of all applicable information and what action was taken will include:
 1. Arrival time and location
 2. Name of Complainant, Victim or Witness including pedigree
 3. Deputies/ Units involved
 4. Assistance rendered
 5. Name of offense/ charge information

6. Summons or citations issued/ arrestee status
7. Additional resources dispatched
8. Property/evidence involved
9. Searches conducted
10. Arrest procedures followed
11. Disposition of action taken

II. REVIEW OF REPORTS

- A. After completion, all incident reports and any supplemental material will be forwarded to the Deputy's supervisor for review and approval.
- B. The Lieutenant will review all felony arrest reports after the Sergeant's review and return upon completion to the Records Management Officer for the respective section or Division for proper filing.
- C. Original incident reports will never be removed from the file without proper authorization. Any removal of any original incident report for any purpose, including photocopying, must be approved by the Records Access Officer, the Sheriff, the Records Management Officer or other competent authority for the respective section or division.
 1. If a member of the Office is authorized to remove such documentation from the secured records room, that person shall document such removal and return in the log book that is kept in the records room.
- D. Indexing of incident reports will be provided by the Impact Records Management System implemented into the Orange County Sheriff's Office's computer system for that purpose, including the master name index. Hardcopy indexing will be performed in the aforementioned manner.

REFERENCE:

ACCREDITATION STANDARDS 8.5, 8.7, 50.3