ENTRY OF GENERAL OCCURRENCE DATA INTO RMS

1. GENERAL

    A. The purpose of this policy is to ensure the integrity of General Occurrence Data and ensure it is properly completed and accurate when entered into Versadex Records Management System (RMS).

2. POLICY

    A. All General Occurrences submitted by officers, must be entered into the RMS, see also established policy on GENERAL OCCURRENCE REPORTS.

    B. Sworn Members and civilians shall be responsible for ensuring all data and information entered on all occurrence and follow-up reports are full and accurate, such as,

        i.   Avoiding duplication of entities,
        ii. Dates/times of occurrence,
        iii. Proper final call type and crime type,
        iv. Proper follow-ups, and flagging.

    C. For accurate entry of property data into RMS refer to PROPERTY AND EVIDENCE policy

    D. Crime data collected shall be submitted in accordance with the guidelines for the classification of offences/crimes.

    E. An Initial Officer report (IO) is to be added to the Versadex report by end of the current shift.

        i.   Members shall not alter, edit, or amend the Initial Officer report within a GO after it has been submitted.

        ii. Members may continue to add to other reports associated to the GO - provided the Initial Officer (IO) text or any text that has previously been entered on any other report is not altered. For clarity, this includes but is not limited to investigative reports, tasking reports, Crown Briefs, witness lists and other working reports.

        iii. Court Informant Staff may with the authorization of the Records/Courts NCO make administrative changes for the purposes of accuracy. Records/Courts NCO will follow up with the IO, QA Sergeant and Watch Commander.

    F. If a member believes that the information contained in reports requires being restricted refer to INVISIBLE AND PRIVATE GENERAL OCCURRENCE REPORTS.

CENTRAL RECORDS STAFF

G. Transcription staff within the Central Records Section shall review all submitted GOs within the Transcription Queue and validate all associated Entity and Location information when adding the GO to the RMS to reduce unnecessary duplication of data within the RMS. See also GENERAL OCCURRENCE REPORTS.

H. Transcription staff shall consult with the submitting member as soon as practical before adding GOs to the RMS when there is a concern about the validity of Entity or Location information submitted within a GO.

I. Central Records staff are responsible to enter all lists containing reported stolen property as noted above into the RMS as soon as practical upon receipt of same.

3. DEFINITIONS

A. **Transcription**: refers to the process of reviewing and validating data associated to a General Occurrence which involves all Entities and Location files submitted by officers via MRE. This stage of the case management process requires Transcription staff to ensure the accuracy of this information before submitting it into the RMS.

Effective Date	March 16, 2022
Policy Sponsor	Deputy Chief, Administration

By Order Of:

Dan Kinsella
Chief of Police