

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 09/09/2020	Supersedes Policy Dated: 03/29/2016	Rescinds:	SOG Number: 308.3
Accreditation Index:			
Part Title: Support Services		Chapter Title: Information Systems Management	
Chief of Police:			

CAD/RMS Data Management

I Policy

The Springfield Police Department hereby establishes a formal management process for the maintenance of the department's personnel and vehicle data in the Computer Aided Dispatch (CAD) System and the Records Management System (RMS).

II Definitions

CAD Data – CAD system data lists essential personnel, radio, and vehicle information which may need to be shared with other agencies. Other data includes DSN, radio, and vehicle numbers that are linked together to enable communication in CAD.

RMS Personnel File – Unclassified file within the RMS containing employee information necessary to conduct business and for emergency purposes.

RMS Personnel Data – The RMS personnel files include additional records not entered in CAD. Some of the information includes race, original hire date, rank/promotion date, academy number, and specialist skills.

Vehicle Data – A CAD record of the vehicle number.

III Procedure

1 RMS PERSONNEL FILE MANAGEMENT

1.1 All employees shall be entered into the RMS Personnel file.

SOG 308.3

CAD/RMS Data Management

Effective Date: 09/09/2020

1.2 Personnel Data Collection and Data Entry

1.2.1 Supervisor responsibility:

1.2.1(a) Upon employment, the supervisor shall have all sworn and non-sworn employees complete and submit a [CAD/RMS Personnel Action Form \(SPD Form # 98-AD-0296\)](#).

1.2.1(b) During the employee's annual evaluation, the supervisor shall have the employee review their current CAD/RMS Personnel Action Form to ensure data is current and revise if necessary. ¹

1.2.1(b.1) If revisions are necessary, the employee will complete a new CAD/RMS Personnel Action form in PowerDMS and forward the completed form to their supervisor via a PowerDMS workflow. ²

1.2.1(c) Supervisors shall forward the CAD/RMS Personnel Action Form to the Police Services Administrator. ³

1.2.2 Employee responsibility:

1.2.2(a) Should personal data change during the course of employment, the employee shall provide a revised CAD/RMS Personnel Action Form.

1.2.2(b) Personnel data shall include special skills and languages that the employee is qualified to utilize in their current assignment.

1.2.3 The Chief of Police or his designee shall be responsible for notifying the Police Services Administrator of employee promotions, transfers, or termination.

1.2.4 Computer Entry, Revisions and Purging Responsibility

1.2.4(a) The Police Services Administrator or designee is responsible for entering employee names and DSN numbers into CAD/RMS. They shall also be responsible for the CAD/RMS computer entry, revisions, and purging of data from CAD/RMS Personnel Action Forms.

1.2.4(b) The Fleet and Equipment Supervisor is responsible for entering radio and vehicle numbers into the CAD system.

2 FILE SECURITY

2.1 RMS personnel files are accessible to select department employees to conduct department business or for use in emergencies. Unauthorized use of the files will result in appropriate action being taken.

3 ANNUAL AUDIT

1 Section 1.2.1(b), changed to annual review of CAD/RMS form, per Policy Change Order 20-004.

2 Section 1.2.1(b.1), section added to reflect use of PowerDMS, per Policy Change Order 20-004.

3 Section 1.2.1(c), language revised, per Policy Change Order 20-004.

SOG 308.3

CAD/RMS Data Management

Effective Date: 09/09/2020

- 3.1 An annual audit of employees entered into the RMS shall be conducted by the Police Services Administrator.

IV Attachments