

RECORDS MANAGEMENT

**Presented by SSP Terrence Bent MSc. to participants of the Inspectors
Development Course on
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Learning Outcomes



- Understand the importance of records management to internal & external customers
- Develop the functional skills of records management
- Identify the important station records and their uses
- Discuss personal development plans in preparation for further understanding of records management



Policy directives



- JCF must maintain official records of all activities it undertakes as the law enforcement agency of government
- These include criminal investigations, operational actions, matters affecting personnel, accountability for resources
- Provides verification of police account of actions taken during the course of police functions
- Source of statistical data for analysis
- Facilitates personnel management functions



Policy directives



- Accurate and accessible records are requirements of the ATI Act
- Revised headings for stations records were last updated vide Force Orders 3566 (Oct. 8, 2015)



Records management functions



The Sub-Officers i/c station has a critical role in records management. They must ensure that

- All reports are recorded as required by Force policy the station diary
- Relevant information are transferred to other records, cross-referenced and indexed
- Written reports are submitted for the information of Divisional commander and ultimately other formations



Records management functions



- Follow up actions are taken and recorded in the appropriate registers
- Individual records are assigned to personnel at the station for regular updating
- Records are properly labeled with the correct headings, commencement and conclusion dates
- All station records are inspected frequently to ensure that vital current and recorded according to policy



Records management functions



- Station records are closed and archived in a safe location for retrieval if required
- Where required station records are changed over monthly and annually (financial year)
- Accurate diary entry and serial numbers are maintained in all station records



The Station Diary



- All reports by citizens and incidents coming to police attention must be recorded in this register initially
- Entries must be comprehensive with enough relevant information to complete other registers
- Cross-referencing of follow up actions/entries and other records are required
- Index tables for threats, dog bites, stone throwing and domestic disputes at the rear of diary must be kept accurate



The Station Diary



- All matters in respect of personnel are to be recorded in this record
- The S.O. i/c station is required to certify this record once every 24 hours
- Station officers/supervisors are required to complete certification addendum forms at the end of each tour of duty (Force Orders 3256)



The Station Diary



- Each entry must have the current crime/incident classification
- The maker of the entry must record signature rank and regulation number



Recording of offences



- In addition to the station diary several other records are required to be utilized whenever Schedule A & B offences are detected
 - Crime Reporting/Case Management System forms
 - Charge & Prisoners' Property Book
 - Offence Register
 - Prisoners' Property Book
 - Exhibit Register



Recording of offences



- Detainee Book
- The offence that the suspect/accused is suspected to have committed or has been charged must include law and section
- Full name or alias if known, date of birth, address, employment, for victims, suspects/accused & witnesses are to be recorded where possible
- The location of the crime/offence must be identified as best as possible (GPS, permanent structures)



Recording of offences



- The time or time period when the offence was committed is another vital information to be recorded
- Brief summary of the allegations of how the offence was effected (points to prove) is to be recorded
- All properties whether exhibits are not are to be identified and classified as best as possible
- The distinguishing marks and value of stolen properties where available are to be included
- Particulars of arresting/investigating officers are to be recorded



Recording of offences



- The date, place and time of arrest of suspects must be included in all such entries
- Injuries to prisoners are to be recorded in particular their nature and circumstances
- Where arrests have been made court appearances and results must be updated contemporaneously



Public Properties



- The police will have custody of private property during the course of their duties
- Common amongst those of a private nature are general property, exhibits, prisoners property and lost property
- Detailed description & particulars of owners help to prevent wrongful disposal of properties
- Location where the property came into the police control can provide critical evidence for successful prosecutions



Public Properties



- Transfers to other police stations, disposals must recorded and the authority for these actions in order to establish chain of custody and accountability
- The Property Transfer Register is critical to the accountability process in the transfer of ALL properties



Process records



- The pertinent records by which the court enforces strict obedience to its orders are
 - Summons Register/Process Book
 - Warrant Book
 - Commitment Register



Common features of Process



- Each process must be recorded with a unique alpha numeric identifier – station number
- Warrants and summons vary in categories
- The name and address of witnesses
- Name of defendant and offence for which same is issued
- The court information number
- The name of Justice issuing process
- Date of issue and by which court issued



Common features of Process



- Date received, date executed or served,
- The particulars of officer executing warrants or serving subpoena/summons



Process management



- Summons etc are specifically for witnesses to appear in court on a particular date, efforts must be made served them and the endorsed copy returned to the courts prior to next court date
- Warrants have no specific date court appearance, supervisors must make efforts to have executed within reasonable time
- This can best be achieved by supervisors making daily checks of warrants and summons on hand at the station, tasking of patrols to visit locations



Process management



- Monthly summaries are required to review effectiveness
- Monthly returns for commitments are to be sent to the respect courts offices
- In the case of Distringas & Capias warrants monies collected are to be handed over to the courts without undue delay



Personal Development Plan



- Familiarize yourself with the various records at a station
- Carefully examine the headings
- Remember that a single station diary entry may require cross referencing with several station records
- Ensure that all the relevant information required to update the records are contained in the station diary
- Check these records personally to ensure they are current and relevant



CONCLUSION

Questions, and Discussions

