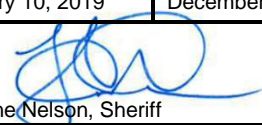




# DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: <b>Computerized Information Entry and Retrieval</b>	Effective Date: February 10, 2016	Policy Number: <b>4.30</b>	
Accreditation Reference: 2.2.4, 3.2.2	Review Date: February 10, 2019	Supercedes: December 12, 2012	Pages: 3
Attachments:	 L. Shane Nelson, Sheriff		

## I. PURPOSE

The purpose of this policy is to familiarize members with the automated data systems utilized by or accessible to Deschutes County Sheriff's Office personnel.

## II. POLICY

It is the policy of the Sheriff's Office for all personnel to be familiar with the automated data systems available thereby improving the ability to prevent crime, solve crimes, and better serve the public. To this end, this agency shall participate and accurately provide crime data within our own database as well as those on a state and national level.

## III. NATIONAL CRIME INFORMATION CENTER (NCIC) AND LAW ENFORCEMENT DATA SYSTEM (LEDS)

### A. Wanted Persons File

Inquiries for wanted person information must include the subject's name and at least one other identifier, such as:

1. Date of birth
2. Social Security number
3. SID number
4. FBI number
5. Operator's license number
6. Other registered number

### B. Stolen Property Information Needed

To enter guns, the following information must be included:

1. Caliber or gauge
2. Make
3. Serial number or owner applied number
4. Type such as bolt, lever, pump, carbine, automatic, or revolver
5. Other descriptive information

Other articles must be identified with the following information:

1. Serial number or owner applied number
2. Brand name
3. Model
4. Type
5. Other descriptive information

### **C. LEDS/NCIC Computer Entry**

Immediate computer entry shall be made for felony, towed, missing, recovered and stolen vehicles. In addition, all missing or runaway persons shall be entered as well as cancelled, located or cleared upon said determination.

During the hours when the Sheriff's Office Records Unit is open, all necessary information will be submitted to an authorized Office Assistant for entry. Outside of Records operating hours, 9-1-1 Dispatch enters missing persons. Dispatch will also enter stolen guns and other stolen articles when there are urgent, extenuating circumstances. The deputy will provide all pertinent information to 9-1-1 Dispatch. 9-1-1 will complete the data entry and send a copy of the transaction to the Sheriff's Office for the case file. 9-1-1 Dispatch currently enters/clears all stolen/recovered vehicles.

**Note:** Runaway juveniles are to be entered by the Juvenile Department. (See [Juvenile Enforcement and Custody Policy 5.30.](#))

## **IV. COMPUTERIZED CRIMINAL HISTORY (CCH)**

### **A. Access to and Use of CCH Information**

The access to CCH information is limited to criminal justice agencies and authorized employees.

1. Official inquiries are limited to those related to criminal justice activity:
  - a. Pertaining to crime prevention, control, reduction, or the enforcement of criminal law, including police efforts to prevent, control, or reduce crime or apprehend criminals.
  - b. Pertaining to the activities of courts and prosecutors having jurisdiction.
  - c. Pertaining to the activities of corrections, probation, and parole authorities.
2. Records inquiries conducted for persons and/or agencies that are outside of the criminal justice community are prohibited.
3. All CCH terminals must be physically secured from unauthorized persons and located where unauthorized persons cannot view them.
4. Security of CCH records must be maintained during storage and/or use until the record is destroyed by fire or shredding.
5. Access to, or release of criminal records, LEDS, NCIC, or CCH information to unauthorized persons is prohibited and cause for disciplinary action up to and including termination.

### **B. State Regulations**

The Oregon State Police have the statutory and administrative responsibility for the maintenance and dissemination of the criminal offender information in Oregon.

The Governor of Oregon, at least once annually, will cause a random audit of the practices and procedures concerning the use and collection of CCH information.

Violation of the rules governing the system by any agency or any agency's employees may result in the immediate termination of the agency's privilege to receive such information.

### **C. Radio and Cellular Telephone Broadcast of Criminal Offender Information**

Radio transmissions shall be limited to the essential details only. Specific questions of a deputy may be responded to regarding whether a specific type of offense is present on a CCH but complete records or summaries are not permitted.

### **D. Security of Paper Copies of CCH Information**

All paper copies of CCH information after use shall be destroyed. These may be shredded or placed in the confidential shredding receptacle. Copies of CCH information shall not be attached to reports when submitted.

When any CCH information is retained for Criminal Offender information, it shall be maintained in a secure file until it is destroyed by shredding.

All personnel shall treat CCH records in such a manner that the record does not become public information in any later proceeding, except through court order or as otherwise provided by law.

## **V. TELETYPE PROCEDURES**

### **A. Incoming Teletypes**

1. All teletypes received by this agency shall be considered confidential information and the contents will not be divulged to anyone other than in an official capacity, unless directed by the message.
2. Records Unit personnel will forward the teletype to the individual or division involved.
3. Teletypes that are received requesting contact or follow-up will be given to the watch commander for assignment.
4. After a response has been sent to the requesting agency, the teletype will be filed with the case report, if applicable.

### **B. Outgoing Teletypes**

1. Deputies who need to send a teletype to another agency may submit the information to the Records Unit in writing or, if qualified, send it themselves.
2. A copy of the outgoing teletype will be attached to the related report.