

June 14, 2005

DEPARTMENT MEMORANDUM NO. 05-13

SUBJECT: Booking/Implementation of Corrections Management Systems (CMS)

RESCINDS: Procedural Instruction 03-9 entitled, "Arrest Guidelines" Annex J

A. There are four levels of user access in the Corrections Management System (CMS). They are as follows:

1. Level I – Users will have access to most CMS GUI function tabs for display, entry, and modification as well as the CMS browser functions. This group will include all headquarters and station detention personnel as well as all designated relief detention officers, Fugitive Apprehension and Arraignment Section personnel and Computer Programming Section personnel.
2. Level II – Users will have access to the List, Booking, Arrest Information and Charge tabs for display, entry and modifications as well as the CMS Browser functions. This group includes all law enforcement personnel, sergeants and below.
3. Level IIA – Users will have access to the List, Booking, Arrest information, Charges, Bail, Fine and Event tabs for display, entry and modification as well as the CMS Browser functions. This group will include Records Unit personnel, station desk clerks, Fingerprint Identification Section personnel and Municipal Court personnel.
4. Level III – Users will have access to the CMS Browser functions for searches of the CMS. This group will include all commanders, specialized unit civilian personnel and any other persons requiring access to CMS information.

B. Initial Sign On/Off

1. Department members will select the "Sign On/Off" folder on the Tiburon menu.
2. Enter your user ID and temporary password. An expired password message will appear. Close out the error and sign on windows.
 - a. KCPD personnel user names are their 5 digit Department serial number preceded by the letter "p". (p01111) and your password.
 - b. The temporary password for Department employees is "KCPD."

3. Select the RMS function window recall button on the bottom of the screen. Type "password" in the upper left hand corner and select F12.
4. Enter your old password and then choose a new password. There are no special symbols or formatting required. This password will be permanent.

C. Sign On/Off and Security Protocol

1. The integrity and accuracy of the CMS is dependent on the proper use by Department members. Department members must ensure the integrity of the CMS is not compromised.
2. Various functions within the CMS default to the current user's system ID/user name to track and update records.
3. It is a requirement that the member always log themselves into and out of the system each time they use a terminal. Failure to do so will create an inaccurate official record.
4. Each member will enter their KCPD network user ID and password to access CMS.

D. Name Search

1. Select the "Name" folder on the menu. A name search should be conducted on all subjects that are being booked into CMS, regardless of what location they are being booked or whether they are a normal booking or a fast in/fast out.
 - a. If the subject's name is found in the system, verify it through the details tab or by the Alpha link. Once the subject's identity is confirmed, select the jail initialize link to access a "Fresh" arrest form.
 - b. If the subject's name is not found in the system, select the "Main" folder then select the "New Arrest" tab. Enter the letter P to access the "Original" arrest form.
2. Department members should exercise good judgment when entering a new arrest into CMS and ensure they are not creating a duplicate entry.

E. Booking Form

1. "Housing" field defines the current location of the prisoner.
 - a. "Facility" will be "PD" for police facility.
 - b. "Section" distinguishes between Headquarters Detention and side station detention units.
 - c. "Cell" is the specific prisoner location.
2. "Ethnicity" field refers to Hispanic origin. If the subject is NOT of Hispanic origin, the field should be marked "N". If the subject IS of Hispanic origin, the field should be marked "H".
3. The "Address" field is for the arrest's home address. If none is available enter "Homeless". When entering information in the "Address" field, use single spacing only. (Example: 1125 Locust) Using double or triple spacing will prohibit Fingerprint Identification Section from making entries in the "FBI", "SID" and "Jacket Number" fields.
4. The "Phone No" field is for the arrest's phone number. A current telephone number should be obtained from each arrest and entered in the CMS system.
5. "Inmate type" field refers to the charge level of the arrest i.e. city, state, federal.
6. "Jail status" field refers to choice of book-in procedure (normal or fast in/fast out).
7. "Arrival Date/Time/Officer" fields, documents the transporting officer and when the arrest got to the booking facility.
8. "Booking Date/Time/Officer" fields, documents when the arrest was pre-booked into the system and by whom.
9. Marking the "Special Handling" field will require a notation in the remarks box. Example: When an arrest has a broken leg and requires crutches to move around, the "special handling" field will be marked and "need for crutches prior to moving" will be added in the remarks box. This field carries over from previous bookings. When an entry is made, this section should be checked to determine if the information is still valid.

F. Arrest Information Form

1. The "Arresting Agency" field documents which specific Investigative element or agency is authorizing a hold.
 - a. All Department investigative sections are listed in the drop down box as well as "PCO" for any city charges or warrants.
 - b. All out of state extradition, MOKPD warrants will be held for "PFAU". All outside state warrants, i.e. Clay County, Platte County, will be marked "HD" in the arresting agency field.
 - c. Federal charges will be documented as "PFED".
2. The "Agency Case Number" field will not be used at this time.
3. Complete the "OCN" field, whenever the number is available. The OCN may change with multiple charge book-ins.
4. The "Date/Time/Operator" fields refer to when the information was completed and by whom.
5. All "Arrest" fields in this tab are documenting the current arrest information not the original charge listed on a warrant. (The original charge is captured later.)
6. The "District" field is for the beat of occurrence.
7. The "Vehicle Storage" field is to document the disposition of the arrest's vehicle.
 - a. If towed, where the vehicle was towed and by whom.
 - b. If released at the scene, who the vehicle was released to.
 - c. If the arrest signed an Authorization Not To Tow, Form 455 P.D., and the vehicle was left parked at the location of the arrest. Also, document where the arrest's keys were placed.
8. The "Emergency Contact" fields will not be used at this time unless circumstances dictate otherwise. Example: When an arrest has limited mental capabilities and a parent or guardian should be contacted upon release to take control of the person.

G. Bio Data Form

1. "Guardian Information" field refers to a legally appointed party responsible for the arrestee by court order.
2. "Sponsor Codes" field will not be used at this time.
3. We will not be collecting information regarding an arrest's last grade, religion, martial status, children or ages. All other fields in the Bio Tab will be completed, if possible.
4. "Gang Name" field will be completed, if applicable.

H. Booking Observation Form

1. "Date, Time and Taken By" fields will be completed by the person making the observation.
2. All members are responsible for asking each and every medical screening question/member observations listed on the screen. Members should only select the observations that apply to the booking. It is not necessary to enter an "N" for no.
3. Additional observation documentation can be done as necessary by adding a new occurrence.
4. The "Review" fields will be completed by Detention personnel when receiving transfers. If the condition of the arrest has changed, a new observation form should be completed.
5. Distribution of medication will be done in the "Remarks" section of this form. Create a new entry, list your user ID and make a note that the medication was given.

I. Scars, Marks and Tattoos Form/ Alias Forms

1. Visible scars, marks or tattoos should be documented on this form. Detailed descriptions of scars, marks and tattoos should be entered in the "Description" field.
2. A photograph should be captured of any visible scars, marks, or tattoos that have been listed in CMS. The photo should be captured by a level 1 user by clicking on the button on the mug shot capture screen titled, "Marks". This should be completed after taking the arrest's mug shot.
3. Alias names can be entered as a single name, this is to accommodate monikers.

4. With the implementation of CMS, we are able to search the database by scars, marks, tattoos and aliases, **but only if they are entered.**

J. Charge Information Tab

1. Each charge is captured and documented separately. Separate charges may have different CRNs, arresting officers, arresting agencies or OCNs.
2. The "Authority" field documents who the arrest is being held for.
3. The "Level" field establishes the criminal level of the charge i.e., felony, misdemeanor or municipal.
4. The "Counts" field documents how many individual charges are contained within a state warrant. (This number must be added manually.)
5. "Charge Status" field, documents the current classification of each charge e.g., IN – Investigation, SW – KCPD state warrant, HD – any outside hold.
6. All GOS/UTT numbers will be listed in the "GOS/UTT" field including the original ticket numbers from warrants and probation violations.
7. The "Release Notify" field will not be used.
8. The "OCN Number" field will change when multiple warrants are booked in.
9. "Warrant Information" fields are for state warrants only.
10. Change arrest officer auto entry to serial number of original arresting officer on city warrants.

If any questions arise, contact the Detention Unit Supervisor at 234-5180.

James D. Corwin
Chief of Police

DISTRIBUTION: All Personnel
All Department Elements
Post on bulletin boards for two weeks.