

# Records Management Law Enforcement

Presented by  
Lieutenant John Laursen  
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## Records Management

1. Roy Rogers

2. Tommy Dorsey

3. Lawrence Welk

4. Foreigner

5. Kid Rock, Yes, I said KID ROCK!!!!

78, 33 1/3, 45 RPM; 8 Track Tape, Cassettes, CD's, Satellite



## When listening to records you need a record player

The computer is a great asset, but beware of what you request before you hit enter !!!!



Phono is not the same as Porno !!!!!!

( And I thought I could count on Auto – Correct)

If you are not over 18, please cover your eyes

**NOW !!**

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Called proto-Elamite, the writing has its roots in what is now Iran and dates from 3,200 to 3,000 B.C. So far, the 5,000-year-old writing has defied any effort to decode its symbols impressed on clay tablets.





8" & 5.25 "



3.5"



CD & DVD



External Storage device



Finger AKA thumb Drive



The "Cloud"



Portable Car Telephone  
with separate battery  
as used in the years 1990 - 2000



- iPhone 6
- iPhone 6 Plus
- iPhone 5s
- iPhone 5c
- iPhone 5

## Why do we want to retain records??

- Provide historical information
- NCIC entries - Verification
- Define Methods of Operations
- Useful information for grants
- Ensure that the case information is available for court for the officer to refresh his memory.

I promise your honor, I remember the facts exactly – 3 years later !



## Slide 11

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**JEL1** A report that Ötzi the Iceman has 19 genetic relatives living in Austria is the latest in a string of surprising discoveries surrounding the famed ice mummy. Ötzi's 5,300-year-old corpse turned up on the mountain border between Austria and Italy in 1991.

John E. Laursen, 8/31/2015

A report written today, may contain the key information for conviction at a later date.

Otzi the Iceman found in the alps believed to be a homicide in 3300 BC



Oldest Cold Case conviction. Abduction and Murder occurred Dec. 1957, Convicted Sep 10, 2012



John Samuel Tessier  
AKA Jack McCullough  
at age 73

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**LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEMS  
(RMSs)**

as They Pertain to FBI Programs and Systems

**Integrated Automated Fingerprint Identification System (IAFIS):**  
Next Generation Identification (NGI)  
Interstate Identification Index (III)

**National Crime Information Center (NCIC)**

**The Law Enforcement National Data Exchange (N-DEx)**

**National Instant Criminal Background Check System (NICS)**

**Uniform Crime Reporting (UCR) Program:**

Summary Reporting System

National Incident-Based Reporting System (NIBRS)

Hate Crime Statistics Program

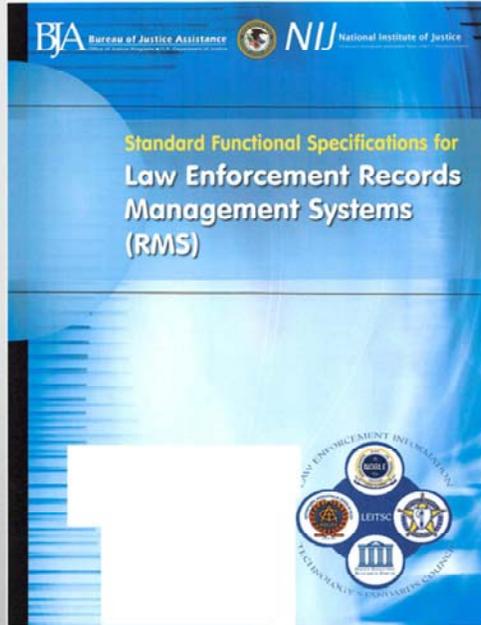
Law Enforcement Officers Killed and Assaulted (LEOKA) Program

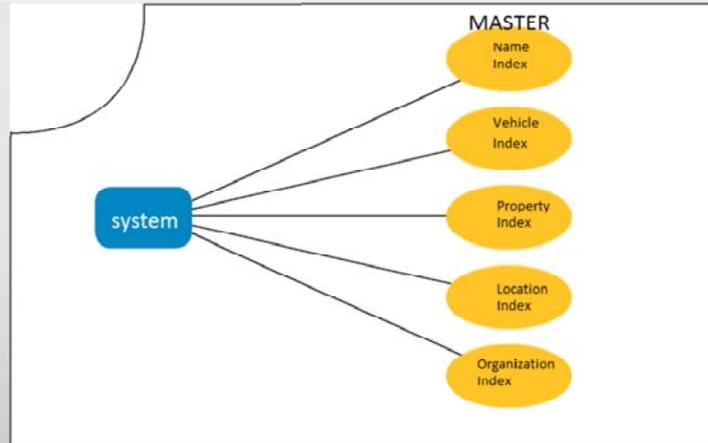
This document replaces the *FBI's Manual of Law Enforcement Records*, 1984.

Law Enforcement Records Management Systems (RMSs) as They Pertain to FBI Programs and Systems

Developed by the

Law Enforcement Information Technology  
Standards Council  
(LEITSC)





Basic Master indices to correlate and aggregate information

## Master Name List

Physical Characteristics (e.g. current and past descriptors)

Race and Ethnicity

Location history (e.g. current and past residences)

Employment information

Telephone numbers

Known Associates

Alias names/monikers

Available mug shot(s) and photographs

Scars, marks, and tattoos

Method of operation (MO)

Identification (e.g. social security, driver's license, occupational licenses, local numbers)

NCIC fingerprint classification

## Master Vehicle List

Vehicle Identification Number (VIN) – Watercraft (Hull)

Identification Number (HIN)

License Plate Number (State Boat Assigned Number)

State in which the vehicle is registered in

Expiration of registration (possible decal number)

Registered owner (Information in Master Names List)

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## Master Vehicle List (Con't)

Description (e.g. Make, model, year, color, style and attributes –damage, multi-colored, lights out, etc.)



## Master Property Index

Central access point that links all property records

Catalogued by unique property characteristics

All entries should have the correct NCIC property code

## Master Location Index

Provides a means to aggregate information based on

1. Specific address
2. A range of addresses
3. And/or locations based on X/Y/Z coordinates
4. Type of location – Business, residence, farm etc.
5. Needs to have the ability to accept the address even if the address is not in the geofile.

## Master Organization Index

As events involve organization (gang, business, school or shopping center), this information needs to be accessible by searching the MOI.

It should be a living index that is updated with name changes, cross referenced with the aliases for the Organization

## Information needed for a complete report

Who

What

Where

Why

How

## How does this help the street officers?

Provides immediate information to the officer responding to the call:

- a. What have previous calls been for?
- b. Who was there and were they hostile?
- c. Any weapons in the residence/business?
- d. Any dangers (electrical, chemical, etc.)
- e. Any arrests and what for?

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## How does this help the investigator?

- Allows access to the address(s) from previous contacts of the suspect(s) or persons of interest
- Able to project a visual of the location of the incident based on the written description
- Defines evidence collected or photographed
- A detailed narrative will give more information that will allow the investigator to determine truthfulness

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File room in 1970's

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File room today

## How computers in the vehicles have improved the Officer's ability to do their job.

### **Positive**

Increased time to recover info  
Ability to search from vehicle  
Cross referenced with other agencies  
Communicate with others  
Mapping – Agencies/officers  
Increased safety for officers

### **Negative**

Driving and operating the computer  
Just pulling up and writing report in the car, not paying attention  
Expense of computers/tracking devices and software  
Can't hide in patrol car  
Less room in patrol vehicle

## Personal Experiences

Able to handle complaints quicker

Define crime areas and what type of crime/hours/days

Obtain information quicker for reports and grants

Show results of directed patrols

Handle budgeting needs with documentation

Create a strong competition between shifts and officers

Totally reset the jail procedures – for the better

**Keep the Boss Happy!!!!!!!**

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# QUESTIONS



**THANK  
YOU**



Lt. John Laursen  
[jlaursen@uintah.utah.gov](mailto:jlaursen@uintah.utah.gov)  
Uintah County Sheriffs Department  
641 E 300 S #250  
Vernal, Utah 84078  
435 789-2511