CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

GENERAL ORDER: **6-2 THE RECORDS DATABASE**

DATE: 12/20/2011   Pages: 1   ◊   New   ◊   Amended   ♦   **Revised - 6-2**

CALEA: 82.3.1, 82.3.2-a-b-c, 82.3.3-a-b-c

Police Chief: John Fitzgerald

I. GENERAL

The CODY Records Management System stores information from all calls for service, field reports and citations issued by Chevy Chase Village police officers. The system has an extensive statistical reporting capability. (CALEA 82.3.2-a-b-c, 82.3.3-a-b-c)

II. CONTENTS

The records management system contains the following information since coming online in November 2003:

A. Incident and Collision Reports
    (CALEA 82.3.2-a-b, 82.3.3-a)

    1. Dates and Times

    2. Incident Description

    3. Location

    4. Suspect/Vehicle Information

    5. Complainant Name and Address

    6. Victim Name and Address

    7. Incident Report Number

    8. Arrest Information

    9. Vehicle Information

    10. Supplement Report Information

    11. Officer Involved

    12. Other Information (i.e. Property stolen, Dispatcher comments, Narrative – for some incidents, etc.) (CALEA 82.3.2-c)

B. Citations (CALEA 82.3.3-b)

    1. Date and Time

    2. Location

    3. Citation Disposition (Citation, Warning, ERO)

    4. Citation Type (Parking, Speeding, Civil, Criminal)

    5. Driver Information

    6. Vehicle Information

    7. Incident Report Information

    8. Citation Number

    9. Officer Involved

III. INDICES

The database has the ability to search all information entered into the system. Some commonly searched indices are: (CALEA 82.3.2-a-b-c)

A. Master Name File (CALEA 82.3.1)

B. Master Vehicle File

C. Business File

D. Incident File

E. Citation File

F. Property File