

## YECA RECORDS POLICY

YECA has agreed to assist some of the agencies we dispatch for, with after- hours records entries and updates. The hours that Dispatch will perform these record-keeping duties will include:

### **West Sacramento Police Department**

Monday – Friday: 2200 – 0600 hours

Saturday & Sunday: All Day

Some Holidays (upon mutual agreement between records and Dispatch Management)

### **Winters Police Department**

Monday – Friday: 1630 – 0800 hours

Saturday & Sunday: All Day

Some Holidays

As a general rule Dispatch will only do record entries and updates that are time sensitive, these will include:

- Warrant Abstracts, subsequent updates to RMS Systems and DOJ Wanted Persons System if applicable
- All vehicle and boat entries into SVS and ABS
- All missing person entries into MUPS
- Stolen Gun entries
- Emergency Restraining and Emergency Protective Orders
- Responding to teletype request from outside agencies

Dispatch does have the capability of doing any type of CLETS entry or inquiry (save criminal history request) and under discretion of the Dispatch Supervisor may complete entries into other DOJ Systems based on the circumstances. For example property stolen in connection of a major crime may be entered into the Automated Property System.

Dispatch personnel doing records entries will log the entry on the appropriate logging sheet and have another staff member double check the entry to ensure accuracy (documented by logging CAD #'s on the sheet). Records entries for West Sacramento Police Department will be routed to CAD Workstation, WSPP, and originals sent via courier, #86. Records entries for Winters Police Department will be routed to CAD Workstation, WNPP and sent via courier, #78.