

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Location Index		CHAPTER/SECTION NO.: 54.17	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <b><u>** See Master File</u></b> <b>Sheriff</b>	
STANDARD NUMBER: 82.3.2			

## 54.17 Policy

- 54.17.1 The records unit maintains an automated file which contains the location of incidents both by address and assigned map reference number. The location file and the map reference files are both accessible to records unit personnel, communications personnel, and to the department crime analyst. Computer terminals are located in each area for ease and access.
- 54.17.2 The location file is designed to determine the amount of criminal or traffic activity in any specific geographical location of the city. The grid file, like the location file, is accessible to records unit personnel, communications personnel, and the department crime analyst. Map reference data is entered as part of the master log.
- 54.17.3 Incident index
- A. The office maintains a log allowing access to incidents by specific offense type and date of occurrence. This system is used by the records unit and crime analysis. The system provides for the separation of cases according to the Incident Based Reporting System (IBR).
- 54.17.4 Property files
- A. The office may maintain a computerized property file containing stolen property, found property, recovered property, and book

evidence. The property fields are entered and maintained by the evidence custodian and/or Records personnel and can be accessed in the following ways:

1. Stolen property can be accessed by case number, item category, serial number, reporting date, or by case number.
2. Found property can be accessed by case number, item category, serial number, name of finding party, disposition status, and claim status.
3. Recovered property can be accessed by case number, item category, or serial number.
4. Evidentiary property can be accessed by case number, item category, serial number, submitting officer, and disposition of article.