



# ***WEBER COUNTY SHERIFF'S OFFICE***

## **POLICY AND PROCEDURES**

### **INFORMATION ACCESSIBILITY**

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 54.4 STANDARD NUMBER: 82.1.4	REVIEW DATE: 01/20/05 REVISION DATE: 01/20/05  APPROVED: <u>** See Master File **</u> Sheriff Signature
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#### 54.4.1 Purpose

To make central records information accessible to deputies and other operations personnel on a round-the-clock basis.

#### 54.4.2 Rationale

The Weber County Sheriff's Office provides public safety services twenty-four hours every day continuously. Field deputies and other operations personnel are able to access central records information management on a twenty-four (24) hour basis. This stored information can be helpful in enhancing deputy or public safety, solving crimes and resolving public safety problems.

#### 54.4.3 Definitions

- A. RMS (records management system): A computerized database containing central records information.
- B. Versaterm/Versadex: The WCSO enforcement RMS.
- C. MDT: Mobile data terminal

#### 54.4.4 Policy

Central records information is available to Office personnel on a twenty-four (24) hour basis.

- A. During the normal business hours of 0800 to 1700, Monday through Friday, Law enforcement Division records unit personnel will respond to any information requests.

- B. Deputies who have received appropriate RMS training are authorized to access the Versaterm records system on a twenty four hour basis, by hard line PC, or by Mobile Data Terminal (MDT) through a wireless network.
- C. All supervisors have access to Versaterm in order to facilitate records requests.
- D. Records files may not be taken out of the records unit area for any reason except for court ordered subpoenas. Copies of records information may be taken to operational offices for authorized investigations, and must be secured.