



Training Bulletin

Los Angeles Port Police

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RECORDS MANAGEMENT SYSTEM TRANSITION

PURPOSE:

The purpose of this Training Bulletin is to provide basic information to assist users in the transition to the Los Angeles Police Department (LAPD) Records Management System (RMS).

INTRODUCTION:

The Los Angeles Port Police (LAPP) is transitioning to the LAPD RMS for efficiency, cost effectiveness, improved report and arrest processing, data sharing, enhanced functionality and compliance with the National Incident-based Reporting System (NIBRS) requirements. This training bulletin is intended to be a quick reference with more detailed procedural manuals available electronically on Mobile Data Computers (MDC) and in hard copy in the Report Writing Room. The property and booking procedures are interim solutions until Motorola completes the respective interfaces for LAPP.

The LAPD RMS is currently operating on the same Motorola Premier One software version (4.6.15.2), with some exceptions, as the current LAPP RMS. While this alignment should ease the transition for LAPP users, certain procedural adjustments will be necessary. LAPP will maintain a separate shareable database, referred to as the "LAPP RMS" in the LAPD RMS with all LAPP custom reports included. Authorized LAPP users will also have access to LAPD data including a shared Master Identity Index. Printed reports in the LAPP RMS will have Port Police logos and dual supervisor signature boxes for LAPP and LAPD.

The anticipated changes include generating a unique case number useable in both the LAPP and LAPD RMS, how booked property is processed, how arrestees are booked, the use of "other" reports in lieu of "officer" reports, compliance with NIBRS requirements (including listing multiple offenses and completing enhanced compliancy checks), changes in workflow for all reports, access to Command Central Responder for generating electronic citations, field interviews and Incident Reports (face sheet data capture) from an authorized Department-issued cell phone, modified process for impounded and stored vehicles, accessing LAPP legacy RMS data and RMS printing enhancements.

SIGNIFICANT PROCEDURAL CHANGES:

Case Number

LAPP Officers will initiate the creation of a unique case number from the LAPP Computer Aided Dispatch (CAD) system or LAPP RMS if there is not an associated Call for Service in CAD. This number will be a single number used in both the LAPP and LAPD RMS. LAPP case numbers will be year and a 6-digit sequential number beginning with "8" (e.g. 25-8*****). LAPD case numbers will be year and 6-digit sequential numbers (e.g. 25-*****1). There will be no need to obtain a case number from LAPD Records.

Property

LAPP users will be responsible for completing a property sheet in the property module of the LAPP RMS database for all booked property. Once completed, users will print the property report and take it with the property to be booked at LAPD. Property will be booked at an LAPD facility, and a copy of the printed property report will be submitted to the LAPD Evidence and Property Management Division (EPMD) for their eventual entry into the external third-party LAPD "File On Q" Property Management System. The data will remain and be accessible in the LAPP RMS.

Booking

When booking a prisoner, officers must change from the LAPP RMS to the LAPD RMS by selecting that agency in the drop-down menu list and complete the booking module. The LAPP booking module will be grayed out and unusable. Once completed, LAPP users will need to save and close the folder and submit to LAPD RMS workflow. Users should change back to the LAPP data base for future use. It will also be necessary print the booking report and take it with the arrestee to be booked at LAPD.

The LAPD booking module is available from an MDC in a LAPP vehicle, boat or motorcycle, at a RMS workstation at a LAPP facility and at a dedicated workstation that will be installed at Harbor Division Area Station (details pending). After the booking, submit a hard copy of the booking report to LAPP Records who will scan it into the LAPP RMS case folder for future reference.

Other Reports

The "Other" reports module will be used for all Missing Persons, Injury, Miscellaneous, Damage and Death Investigation Reports in lieu of Officer Reports or specific reports module for any of the listed reports.

NIBRS

NIBRS data is now required for all arrests and incident reports entered in the LAPP RMS for electronic submission to the LAPD RMS for statistical reporting to the California Department of Justice (Cal DOJ) as of 1/1/2025. The NIBRS requirements must be documented in all investigative and arrest reports for LAPD reporting and have some distinct differences from our previous reporting requirements in the Uniform Crime Reporting (UCR) or summary-based reporting.

Specifically, under UCR, LAPP users only reported the highest offense but described other offenses in the narrative. Under NIBRS, you are now required to report all eligible related offenses and enter them in the LAPP RMS. There are offenses that are mutually exclusive (e.g. homicide with a simple battery on the same victim) and cannot go together. The LAPP RMS can capture multiple offenses and enhanced crime and arrest details. When applicable, reports are submitted to workflow and a detailed NIBRS compliancy check will be required. Compliancy errors need to be corrected before a report can be submitted for supervisory approval.

Additional information can be obtained from the NIBRS Training Manual published by the U.S. Department of Justice for your quick reference. A full hard copy of the training manual will be available in the Report Writing room and electronically on MDC's.

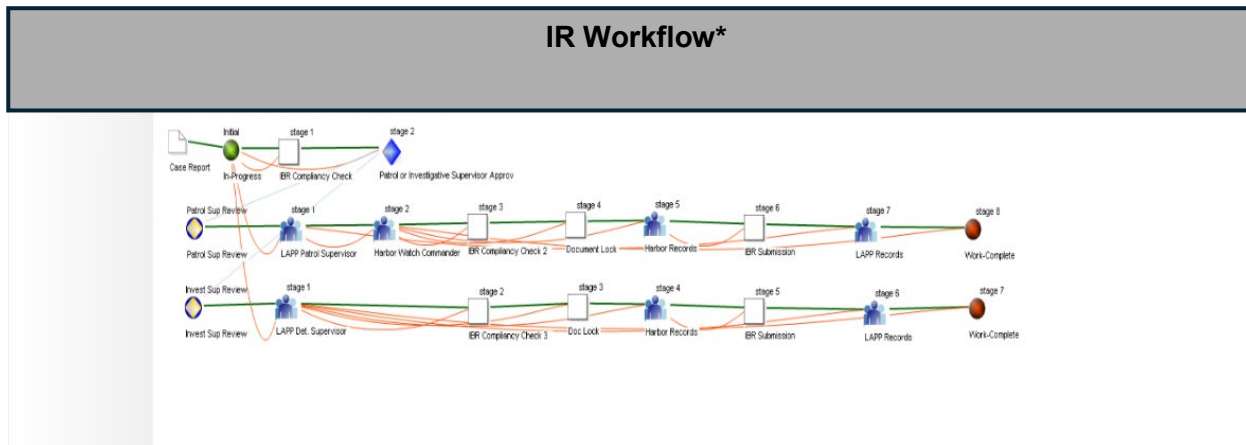
Compliancy errors will be complicated and difficult to decipher under NIBRS. Specific error codes and detailed explanations can be found in the Federal Bureau of Investigation (FBI), NIBRS Error Message Manual, in Section 4, beginning on page 81. A full hardcopy of the error manual will be available in the Report Writing room and electronically on MDC's for reference.

Workflow

Workflow will be expanded to include LAPD supervisors and Harbor Division Records after LAPP officers and supervisors submit to workflow. There will be a NIBRS compliancy check for LAPP officers and another NIBRS compliancy check after the report is forwarded electronically to LAPD Records in workflow. Reports will be sent through workflow to an LAPD supervisor at Harbor Division for approval and then to LAPD Harbor Division Records. After LAPD Harbor Records completes their review, LAPP reports will be forwarded electronically to LAPP Records to complete the workflow.

Any “kickbacks” from LAPD will be returned to LAPP and eventually to the reporting officer for resolution. Once resolved, the reporting officer will resubmit to workflow for approval and eventual workflow complete.

Below chart depicts a typical Incident Report workflow:



Command Central Responder

LAPP users with Department issued iPhones will have access to a new application that is integrated into the LAPP RMS. The solution is referred to as Command Central Responder (Responder) by Motorola. The Responder application facilitates access to electronic citations, field interviews and investigative reports.

A quick reference guide and full user’s guide is available electronically on the MDC and a hard copy is available in the Report Writing Room. The violators copy of the electronic citation must be printed and provided to all violators at the time the citation is issued. All data generated from the Responder application will be automatically stored in the LAPD RMS and accessible by all users. Responder will be available soon after the migration to the LAPD RMS.

Vehicle Storage and Impounds

If LAPP stores or impounds a vehicle with no other related reports (e.g. Investigative Report, Arrest Report, Property Report, etc.), then NO case number is required. A unique number, (non-case number), will be generated for a vehicle report (CHP 180). If a vehicle is stored or impounded and associated any other reports, then a case number is required.

For all vehicle reports (CHP 180), LAPP users should complete a physical/paper copy and obtain a signature and distribute copies as required.

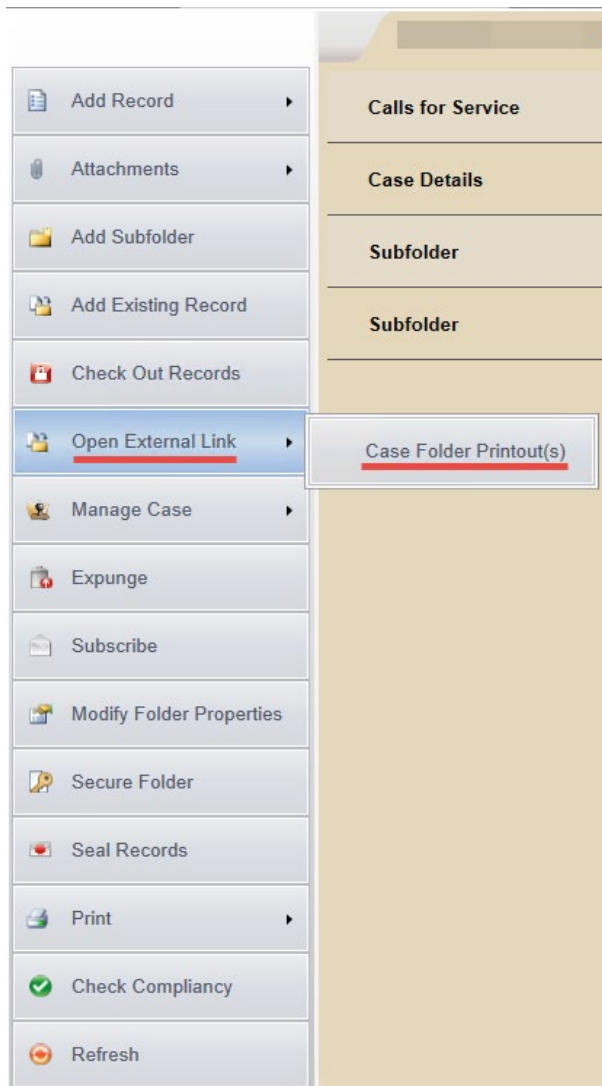
LAPP users should input vehicle report data in the LAPP RMS and provide the hard copy to LAPD Harbor Division Records as soon as possible and a copy to LAPP Records who will scan the document into the appropriate case

folder. LAPP users must contact the LAPD Vehicle Warrant System (VWS) as soon as possible with details of the vehicle report.

Accessing Printouts

There are two ways to access printouts from the Motorola Solutions PremierOne RMS. The first is directly from the Case Folder.

On the left side is an option to 'Open External Link' then 'Case Folder Printout(s)'.



When 'Case Folder Printout(s)' is selected a windows prompt will appear. The user should enter their Port username and password.

Once authenticated, the user will see a page that will show all of the available printouts for that Case.

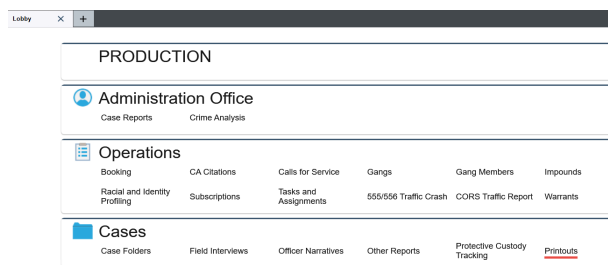


(This screen capture is from the training system, production is modeled the same.)

Text in BLUE are clickable links that will open the printout.

Once the printout has been rendered, save the printout as a pdf to print it. This is the same process as was used on the Los Angeles Port Police RMS.

The second way to access Printouts is from the Lobby.



If this is the first opening of this link during a session the user may need to authenticate using their Port username and password.

Printouts

Once followed the user will see a Menu page allowing access to a date range search for the various printouts.

Printout Menu (TRAINING)			
Case Report Printouts			
Search Case Reports By Date Range or Case No.	Search Reports By Case No.	Search Missing, Injury & Death Investigations By Date Range Or Case No.	Search Arrest Reports By Date Range or Case No.
Arrest Printouts			
RMS DROPnGO			
Property Printouts			
Search Property Reports By Date Range, Case No. or Property Sheet No.	Search 10 10 00 Receipts for Property Taken into Custody By Date Range or Case No.	View Firearms Supplemental	
Field Interview Printouts			
Search Field Interviews By Date Range or FI Number.			
Legacy Printouts			
Search Case Reports By Date Range or Case No. (LEGACY)	Search Investigative Follow Up Reports (LEGACY)	Search Death Investigation Reports (LEGACY)	Search Officer Reports (LEGACY)
Search Property Reports By Date Range, Case No. or Property Sheet No. (LEGACY)	Search Field Interviews By Date Range or FI Number (LEGACY)	Search Dangerous Cargo Inspection Reports (LEGACY)	Search Harbor Facility Inspection Reports (LEGACY)
Search Hazardous Materials Reports (LEGACY)	Search Vessel 180 Reports (LEGACY)	Search VAR Reports (LEGACY)	

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(This screen capture is from the training system; production is modeled the same.)

Each of the Search pages linked from the Menu are similar to the ones used on the Los Angeles Port Police RMS.

What is the Difference between the Case Folder Printout link and the Printout link from the Lobby?

If the user has access to the Case they can do so from the Case Folder, 'Open External Link'.

This is the most direct way to see all the printouts available for this Case.

The printout link from the Lobby opens the **Print Menu** which will allow the user to move from report type to report type but does not provide a consolidated view of all the printouts for that Case.

If the user does not have permission to view a particular Case, and they cannot access it from RMS, they will be unable to open it from these Search pages.

Accessing Legacy Printouts

To access a printout from before the migration to the Los Angeles Police Department RMS, these can be accessed from the Lobby using the Printout link.

At the bottom of the Menu page, there are links to the copies of the original search pages that will be familiar to the Los Angeles Port users.

The user will be able to print copies of the printouts in the original format that they were printed in previous to the migration.

RESOURCES:

U.S. Department of Justice, NIBRS Training Manual

[NIBRS User Manual — LE](#)

NIBRS Error Message Manual

[A: nibrsv4b.pdf](#)

If you have further questions, please contact Knight Communications, Motorola Support or LAPP Records.

Flow charts and diagrams are attached and are available on the workstations for your review.

TR:RF:MP