

UNIT ORDER #62 - FORCE AND SHOOTING PERFORMANCE RECORDING AND MONITORING SYSTEM (PRMS) DATA ENTRY

PURPOSE OF THIS ORDER:

The purpose of this Unit Order is to ensure that all Internal Affairs Bureau rollouts for shooting or force reviews are properly documented in the Performance Recording and Monitoring System (PRMS) Profile Report. This will greatly enhance the bureau's ability to respond to statistical inquiries regarding our activities by Department executives, or other entities requesting information through the Freedom of Information Act (FIA).

Policy:

It will be the responsibility of the assigned PRMS entry professional staff member to accurately complete all required fields in PRMS. The sergeant investigator and Team Lieutenant shall be responsible for checking that the information entered into PRMS is current and accurate.

Procedure:

- Subsequent to a shooting or force rollout, the lead investigator will complete a "Skeleton" 438 form, providing the person assigned to PRMS data entry the essential information needed to complete the PDE entry. The PRMS data entry person will provide the lead investigator with an SH or FO number.
 - Hit and Non-Hit Shootings-upon receipt of the Homicide memorandum or completion of the IAB rollout memorandum, a revised 438 shall be submitted to the professional staff member responsible for PRMS entries. The revised form should contain all the pertinent shooting information required for PRMS entry, e.g., involved personnel, number of shots fired, weapons used, and all other known information. A note shall be placed in PRMS by the person updating the information.
 - When the Shooting or Force review is completed, the investigator will submit the case to their team lieutenant for review and approval.
 - Once the case is approved, the team lieutenant will submit the case to the professional staff member assigned to PRMS data entry.
 - The professional staff member assigned to PRMS data entry will photocopy the final 438, process the case, and give the case to the Operations Lieutenant for review. The photocopy of the 438 will then be given to the respective team lieutenant who will verify the PRMS data entry is correct. If there are any discrepancies, the team lieutenant will be responsible for ensuring the PRMS data entry is completed properly. A note in PRMS will be created by the responsible team lieutenant indicating the audit was completed.
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