


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	SECTION(s):	DISTRIBUTION:
	INTERGRAPH COMPUTER-AIDED DISPATCH / CHIEF'S MORNING REPORT (CMR) DPS SOP 2008-01	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
ROBERT MALDONADO CHIEF OF PUBLIC SAFETY (ELECTRONICALLY SIGNED)		JANUARY 1, 2008 REVISED DATE: December 21, 2020	Reviewed re IACLEA

Intergraph Computer Aided Dispatch / Chief's Morning Report

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NO IACLEA STANDARDS

CALEA STANDARDS

<i>Standard</i>	<i>Page</i>
85.1.4 a	4

REFERENCES:

- SOP 2006-07 Report Writing
- SOP 2010-44 Campus Crime Reporting – Adhering to the Clery Act
- CMR Template & Instructions (located on G drive in Chief's Morning Report Folder)
- Administrative Order 2020-004 DPS Report Summaries

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all Syracuse University Department of Public Safety (DPS) employees.

II. PURPOSE: The purpose of this policy is to ensure that incidents investigated by the DPS are entered into both the Intergraph Computer-Aided Dispatch (CAD) and CHAIRS2 systems on a daily basis to ensure that DPS as a contributing member agency has continued access to the CHAIRS2 System and that the CAD data is available to ensure that the Chief's Morning Report (CMR) is complete, timely and accurate to meet its required needs and uses. **(12/21/20)**

III. POLICY: It is the policy of the Syracuse University Department of Public Safety to enter incident information into both CAD and CHAIRS2 databases on a daily basis during regular University work days and to have a Chief's Morning Report compiled and distributed as required.

IV. DEFINITIONS:

- A. CHAIRS2: Criminal History and Incident Reporting System (CHAIRS) Is a local data base – report writing system that automatically creates case reports and event summaries some of which are used in the Clery Reports and Chief's Morning Reports. This system is used by most Onondaga County police agencies. (Formerly CNYLeads)
- B. Chief's Morning Report (CMR): Is a computer generated summary report of departmental activities for a given date or dates prepared by the Commander, Administrative & Operational Support and reported to the entire Department Of Public Safety, University administrators and other local Law Enforcement personnel by e-mail. **(12/21/20)**
- C. Daily Crime Log: A crime log generated by information from e-mail submission's to record criminal incidents, alleged criminal incidents and other events and incidents that are reported to a campus police or security department. The daily crime log is created and maintained to adhere to Clery Act requirements
- D. Intergraph Computer-Aided Dispatch (CAD): A proprietary information and report software that is used for computer aided dispatch (CAD) and law enforcement reporting that provides incident case numbers (DR's) for CHAIRS2. **(12/21/20)**
- E. 911 CAD I/NetViewer An Internet based application owned by Onondaga County emergency responder operations.

V. PROCEDURES:

A. Duties of the Communications Officer:

1. Whenever a DPS unit responds to or investigates an incident, the Communications Officer in the DPS Emergency Communications Center will enter the incident into CAD and generate a DR number. **(12/21/20)**

B. Duties of the Officer Completing an Investigation Report:

1. Besides completing a CHAIRS2 report and other associated documentation for the investigation officers will send an e-mail report summary notification to their shift supervisor. The following information will be recorded under the add case selection:
 - a. Location of Incident
 - b. Occurred Incident Type
 - c. Occurred Dates and Times
 - d. Reported Date and Time
 - e. Incident Case Number (DR Number)
 - f. Case Status
 - g. Incident Summary
2. All incidents that are cleared on a report, with the exception of PROP (Lost/Found Property) will require an e-mail report summary notification to the shift supervisor. (12/21/20)

C. Duties of the Patrol Sergeant/Supervisor:

1. Patrol Sergeants will review all report summary e-mails sent to them during their respective shift and will ascertain that all required information is in the incident summary and is accurate.
2. Summary information from each approved summary notification will then be entered into the CMR template form found in the DPS Supervisors folder on the "g" drive for the day of the week that it was reported. (12/21/20)

D. Duties of the Commander, Administrative & Operational Support:

1. Each weekday the Commander, Administrative & Operational Support will create the DPS Chief's Morning Report (CMR) by reviewing and organizing summary notifications found in the DPS Supervisors CMR folder on the "g" drive. (12/21/20)
2. The Commander, Administrative & Operational Support will then send the daily CMR to the DPS Distribution Listserv and the Chief's Morning Report Listserv. (12/21/20)

E. Duties of the Records, Logistics and Property Manager:

1. The Records, Logistics and Property Manager will receive a copy of the CMR, review the CHAIRS2 reports and obtain the offenses from the CHAIRS2 reports. Once the 60-day updated crime log is created, a hard copy will be made available upon request in the Sims Hall room 007 reception area.(12/21/20)

F. Duties of the Public Information Officer:

1. Daily Crime Log: Review the CMR and after the offenses have been added to the **CHAIRS2** program for each entry, under Federal Law (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) create a 60 Day updated crime log to post on the DPS website. **(85.1.4 a)** Refer to SOP 2010-44 Campus Crime Reporting – Adhering to Clery Act

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Entire SOP Reviewed/ Reformatted/ Updated/Revised	08/16/13
2	Reviewed re IACLEA	04/24/16
3	Removed AEGIS References/Change Proc for CMR	12/21/20
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