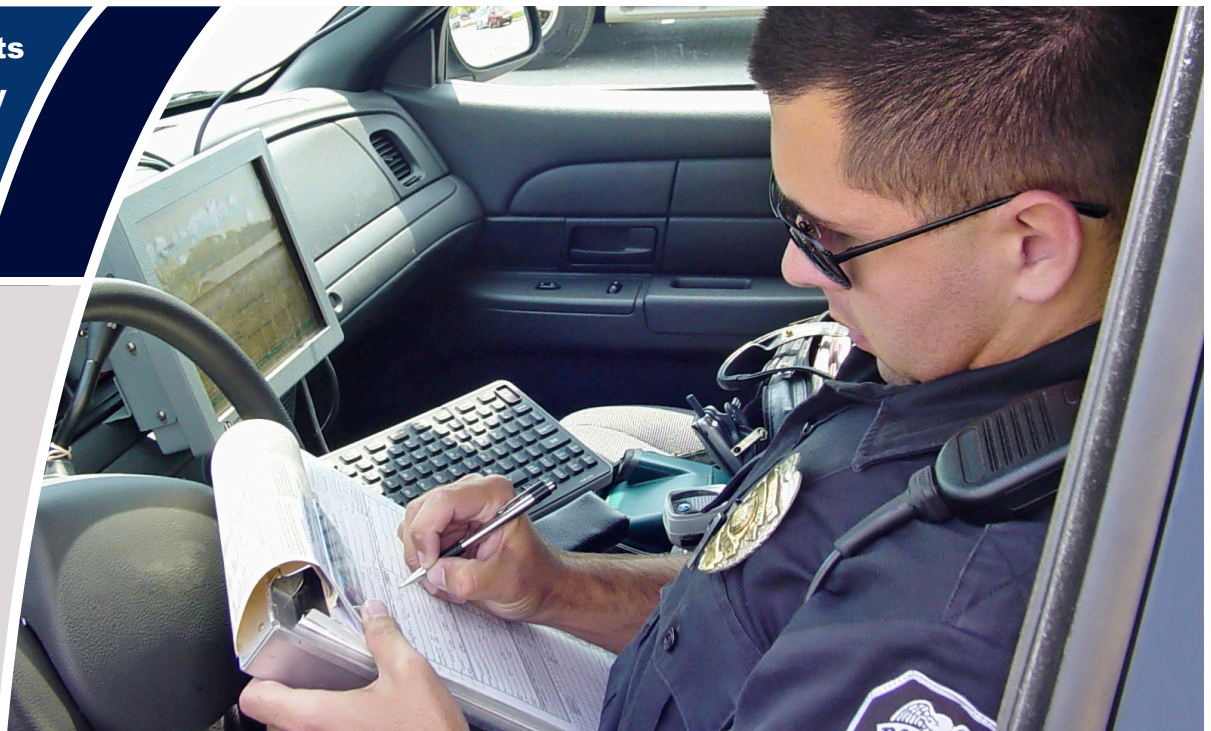


Reduce Costs
Reduce Complexity
with Integrated
Information
Management



Empower your Department **Law Enforcement Information Management Solutions & Services**

Let our solutions & services do the work for you

Law Enforcement Departments often generate multiple copies of documents and a large volume of paperwork from incident reports, warrant files, medical files for prisoners and more. Many records are documented using paper forms or documents, and in turn, multiple copies are created for distribution to other department heads or supervisors. Law Enforcement faces many challenges in managing records, including but not limited to:

- Limited storage space
- Security of confidential information
- Compliance with records retention schedules
- Sharing information with federal agencies
- Budgetary constraints and information management solutions that utilize existing technology investments

Stop the filing cabinet shuffle

Many Sheriff's Offices store records in multiple five-drawer lateral filing cabinets. As these cabinets are filled, the department orders more cabinets and moves full cabinets to an offsite storage facility. Once out of the main office it is nearly impossible to guarantee security of the documents, and easy efficient retrieval is next to impossible.

Increase efficiency & reduce costs

Many County Sheriff's departments are located separately from the County's central offices. Simple tasks such as purchasing requisitions can take up to two weeks to get to the appropriate staff member in purchasing for processing.

Eliminate risks & ensure the accuracy of your records

Other documents directly related to criminal activity such as arrest files, warrant files, jail incident reports, medical files and release files could be misfiled into another criminal's file. Misfilings can be very damaging to an appeal case or when a criminal is up for parole. If parts of the file are missing that are directly related to a prisoner's behavior in jail, a parole board will be unable to make a good or educated decision about releasing a prisoner. Or worse yet, there is a risk of releasing a prisoner that has not been rehabilitated because critical information was misfiled or left in a file on someone's desk.

We provide the architecture to capture, manage and integrate all of your records into one comprehensive and robust solution that integrates with your existing booking systems and other databases. We provide a solution that meets the demands of Law Enforcement Agencies. By implementing a content management solution, our customers have seen an increase in departmental document security as well as the security and ease of search and retrieval of arrest files and records.



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Seamless Integration

CBS has worked closely with its customers to deliver a back-end content repository with retention schedules that can tie into your Sheriff's Office existing practices and systems. Many Law Enforcement Agencies utilize booking systems that are software programs that begin the data entry process when a person has been incarcerated. Our solution can integrate with virtually any booking system.

With integration, employees can take advantage of data that already been entered. When the arrest file or any other document is ready to be scanned or imported (Word, PDF, etc.) into our solution, the employee can use the auto-index import feature of the product. Staff will then press a key and data from the Booking System will be used to populate the index fields in our system. This feature allows end-users to verify that the information entered into the booking system is correct without the need to rekey that information. This function saves time

and allows for verification of the information about the person arrested.

Our solution can utilize AKA's, social security number AKA's and other relevant index data such as an FBI number to narrow a search criteria down to ensure the Law Enforcement agency is retrieving the information they need about the party they are querying.

Increase Security & Retention Compliance

Copies of documents may be forwarded to County or State-level personnel offices where retention schedules can be significantly longer or considered permanent records. Copies of records may not be stored securely and may be easily viewed by unauthorized personnel. Disciplinary action forms, payroll information and other sensitive departmental information may be easily available when in fact they are restricted access documents.

Law Enforcement Agency Benefits after Solution Deployment:

- Assure all case information is current and correct.
- Proper retention is in place so that documents or files that can be purged will be purged to mitigate risk and liability.
- Automate everyday forms such as inmate incident reports and import to appropriate file without scanning. Processes with multiple approval levels that take weeks to complete can now be performed in near real-time.
- Create secure CDs/DVDs or files for FOIA or OPRA requests. Eliminate paper copies: CD/DVD Viewer feature gives access to an attorney or person requesting the documents.
- Create secure CDs/DVDs for inmate facility transfers. The facility can import files into a content management solution or print the documents.
- Increase customer service levels, efficiency & decrease data entry mistakes.
- Search & retrieve information from one dashboard.
- Web interface allows satellite offices & interstate Law Enforcement Agencies (FBI) to search & retrieve arrest records or other files that your office deems fit. Officers in patrol cars/vehicles with internet capability can check in the field if a person of interest has any prior arrests in their town, county or state.
- Eliminate multiple copies of identical documents. Reduce office supply costs & unsecured access to hard files.

CBS worked closely with the State Records Committee to install a solution whose process could be certified by the State. Once the solution was certified by the state paper documents could be disposed of. Once certified the documents whether they be paper or documents imported into the system are deemed the official record. This reduces the amount of paper consumed, the expense of offsite storage space, filing cabinets and more importantly secures all documents in one controlled repository for easy search and retrieval.

Records Supported

- Accident Reports-Employee
- Attendance Cards (Agency Original)
- Payroll Adjustments
- Payroll Overtime
- Payroll Leaves
- Payroll Comp
- Patrol Files
- Tow Sheets
- Patrol Daily Activity Logs
- Warrant Files
- K-9 incidents and management
- Incident Reports Officers & In-mates
- Offense Reports general
- Pedigree Files - Arrest
- BCI Files – Arrest
- Expungements – Arrest
- Extensive reporting sub-system
- Road Jobs - copy
- Road Jobs Finance Receipts - copy
- Road Jobs Overtime Sheets - copy
- Road Jobs Work detail Sheets - copy
- Road Jobs Paid Invoices - copy
- Road Jobs Yearly Schedules
- Intoxylzer Files

