



Manual Part: Operations (OP)	Policy Number: OP10PO	Alberta Policing Standards: SS 8.4
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# Reports and Reporting Processes Policy

## Purpose:

To state the requirement for sworn members to document events demanding police attention and the correct preparation of that documentation.

## Statement of Principle:

To organize police information so that all standard police-relevant data can be stored and re-used without repetition, and data can be shared in a secure and controlled way.

## Definitions:

*Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.*

**NicheUA** – NicheRMS is a Police Records Management System used to record the details of police occurrences and officer interactions. It integrates mobile reporting and records management. It is the primary electronic tool used by police to initiate, document, query, share and conclude an investigation.

## Policy Statement:

- A. All matters requiring police attention must be documented. Documentation can occur through a number of mediums, such as through the generation and completion of occurrences, Investigation Logs, supporting forms and supplementary documentation, and the maintenance of notebooks and Investigator Notes forms.
  1. In order to support the investigation of crimes, establish a database of information for research and analysis and enable Crown Prosecutors' preparation, disclosure and prosecution, sworn members will strive to document police activity in a fashion that is:
    - a. timely,
    - b. thorough,
    - c. accurate, and



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- d. well organized.
- 2. Documentation of events may serve other functions including, but not limited to:
  - a. fulfilling legislative and regulatory requirements,
  - b. ensuring members have acted in accordance with conduct standards,
  - c. complementing material as a part of regular supervisory performance reviews,
  - d. contributing transparency and accountability, and
  - e. creating information assets that may be shared with other agencies.

## **B. Use of NicheUA:**

- 1. All members must comply with the NicheUA End User Guide.
- 2. Upon logging into NicheUA, members must complete the “Reason for Access” field. Both members in a two-person car should include their regimental numbers in the “Reason for Access” login window.
  - a. Completion of this field is mandatory and must be completed every time a member logs into the system. Access to NicheUA will be denied until the field is completed.
  - b. Once access to NicheUA is permitted, the member’s regimental number and initial “Reason for Access” will be recorded on all subsequent query windows.
  - c. Members who are required to conduct a subsequent unrelated query while logged into NicheUA will be required to access the “Reason for Access” field within the query window. The new “Reason for Access” must be recorded in order to meet the requirements of the new query.
  - d. Members required to process large numbers of queries as a part of their regular responsibilities may be eligible for an exception to submitting a “Reason for Access” in NicheUA. In such cases, the unit or section manager for that member will submit such an exception request to the member i/c Information Management, Analytics & Intelligence Reporting Division (IM&AIR).
- 3. As a result, the complexities of NicheUA, in addition to the frequent configuration updates and RMS enhancements, any civilian or sworn employees who are on leave in excess of 365 consecutive days (1 year) may



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be required to participate in NicheUA refresher training prior to having their NicheUA access reinstated. This will be evaluated on a case-by-case basis and will ultimately be the decision of the Staff Sergeant i/c Technology Integration & Records Section.