VA POLICE LAW ENFORCEMENT RECORDS MANAGEMENT SYSTEM (RMS)

1. PURPOSE. This notice revises the guidance in the Department of Veterans Affairs (VA) Handbook 0730, Security and Law Enforcement. The revision incorporates the required use of the VA Police Law Enforcement (LE) Records Management Systems (RMS).

The LE RMS is an agency-wide system that provides storage, retrieval, retention, manipulation, archiving and viewing of information, records, documents, or files pertaining to law enforcement operations. LE RMS covers the entire life span of records development from the initial generation to its completion. An effective LE RMS allows the single entry of data while supporting multiple reporting mechanisms. LE RMS is limited to records directly related to law enforcement operations.

2. POLICY.
   a. VA Police Service personnel shall report all incident and accident reports, arrests, citations, warrants, case management, field contacts and other operations-oriented records in the LE RMS.
   b. VA Police shall not address general business functions of a law enforcement agency, such as budget, finance, payroll, purchasing and human resources functions within the LE RMS.


4. RELATED DIRECTIVE AND HANDBOOK.

5. RESCISSION. This Notice will be rescinded when the information contained in it is incorporated into and a revised VA Handbook 0730 is published, within one year.

CERTIFIED BY:       BY DIRECTION OF THE SECRETARY OF VETERANS AFFAIRS:

/s/                 /s/
Guy T. Kiyokawa    Gina M. Grosso
Assistant Secretary for Assistant Secretary for Human
Enterprise Integration Resources and Administration/
                                                                 Operations, Security and Preparedness

DISTRIBUTION: Electronic only