

## 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.**

- 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.
- 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.

- 3. RESPONSIBLE OFFICE.** Office of Human Resources and Administration/Operations, Security and Preparedness (HRA/OSP) (006).

- 4. RELATED DIRECTIVE AND HANDBOOK.**

- VA Directive 0730, Security and Law Enforcement.
- VA Handbook 0730, Security and Law Enforcement.

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 RESCISSION.** This Notice will be rescinded when the information contained in it is incorporated into and a revised VA Handbook 0730 is published, within one year.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

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