

PUBLIC SAFETY

SCHEDULE WITH SECTION DETAIL - 9/17/2013

PBS-05	<u>CRIMINAL CASE FILES (INCIDENT AND INVESTIGATION)</u>	PBS-15-14	Advisory Councils and Committees	PBS-32-06	Case Files - Kidnaps for Ransom - XRF
PBS-05-02	Felony	PBS-15-16	Prevention Programs - Program Establishment	PBS-32-08	Case Files - Non-homicide Death Investigations - XRF
PBS-05-04	Gross Misdemeanor	PBS-15-18	Prevention/Outreach Programs - Program Management and Administration	PBS-32-10	Case Files - Officer Involved Shootings - XRF
PBS-05-06	Gross Misdemeanor - Domestic Violence and Criminal Sexual Conduct	PBS-15-20	Tracking Databases - Prevention	PBS-32-12	Case Files - Special Investigations - XRF
PBS-05-08	Misdemeanor - Non-Traffic	PBS-20	<u>TRAFFIC CONTROL, ENFORCEMENT AND ACCIDENT INVESTIGATION</u>	PBS-32-14	Homicide History (Card File)
PBS-05-10	Misdemeanor - DWI	PBS-20-01	Abandoned Auto Tracking Database	PBS-33	<u>FAMILY VIOLENCE</u>
PBS-05-12	Misdemeanor - Domestic	PBS-20-02	Accident Investigations	PBS-33-02	Case Files - Child Abuse Investigation - XRF
PBS-05-14	Misdemeanor - Traffic and Local Ordinance Violations	PBS-20-03	Accident Records - Police/Traffic Control Vehicles	PBS-33-04	Case Files - Domestic Assault Investigation - XRF
PBS-05-16	Petty Misdemeanor	PBS-20-04	Accident Reports - XRF	PBS-33-06	Case Files - Vulnerable Adult Investigation - XRF
PBS-05-18	Juvenile - Felony and Criminal Sexual Conduct Exception	PBS-20-05	Accident Report Database - XRF	PBS-34	<u>SEX CRIMES/PREDATORY OFFENDER</u>
PBS-05-24	Juvenile - Gross, Misdemeanor, Petty Misdemeanor	PBS-20-07	Breath Test Results	PBS-34-03	Case Files - Sex Crime Investigations - XRF
PBS-05-26	CAPRS Case - No Offense/Administrative Use	PBS-20-09	Calibration Records - Radar	PBS-34-04	Case Files - Cold Case Sexual Assaults w/DNA
PBS-05-28	CAPRS Case - No Offense/Contact Involved	PBS-20-11	Chemical Analysis Report	PBS-34-08	Sex Investigations Index/Log Book
PBS-10	<u>COMMON POLICE DEPARTMENT RECORDS</u>	PBS-20-13	Citations - Parking	PBS-34-09	Predatory Offender File/Registration/Compliance Tracking
PBS-10-02	Accident Reports - Squad - XRF	PBS-20-15	Citations - Traffic (Traffic Tickets)	PBS-34-10	Predatory Offender Community Notification
PBS-10-03	Alarm/Emergency Contact Records	PBS-20-17	Citations - Tag Book Receipts	PBS-34-12	Predatory Offender Database (POR)
PBS-10-04	Assignment Orders/Work Schedules.	PBS-20-19	Claims Review	PBS-34-24	CSC (Criminal Sexual Conduct) Database
PBS-10-06	Assignments - Investigations	PBS-20-21	DWI Database - Red Book	PBS-35	<u>JUVENILE</u>
PBS-10-07	ALPR Data - Non Evidentiary	PBS-20-23	Handicapped Parking Violations	PBS-35-02	Juvenile Criminal History Database
PBS-10-08	ALPR Data - Evidentiary	PBS-20-25	Hit and Run Database	PBS-35-04	Intake Log - Juvenile
PBS-10-09	Automated Pawn System (APS)	PBS-20-29	Maps, Law Enforcement	PBS-35-06	Juvenile Runaway Cards
PBS-10-10	Awards for Service	PBS-20-35	Motorcycle Logs	PBS-35-08	Case Files - Juvenile XRF
PBS-10-11	Bulletins From Other Agencies	PBS-20-36	Proof of Insurance Forms	PBS-36	<u>NARCOTICS/ORGANIZED CRIME</u>
PBS-10-12	Buy Funds Expenditure/Payment Files	PBS-20-37	Pursuit Tracking and Reporting	PBS-36-01	Asset Forfeiture Records
PBS-10-13	CAPRS System Data	PBS-20-40	Revenue Processing - Parking Meter Collections	PBS-36-02	Case Files - Narcotics/Organized Crime - XRF
PBS-10-14	Citations	PBS-20-41	Squad Accident Tracking	PBS-36-04	Confidential Informant Files
PBS-10-15	Citation/Ticket Accountability Files	PBS-20-43	Towed Motor Vehicle Report/Log	PBS-36-06	Drug Court Tracking
PBS-10-16	Daily Logs (Shift Log)	PBS-20-45	Traffic Complaint Log (Blue Sheets)	PBS-36-08	Medical Release Authorizations
PBS-10-18	Duty Rosters - SEE ALSO Assignment Orders	PBS-25	<u>STRATEGIC/EMERGENCY OPERATIONS</u>	PBS-36-10	Narcotics Investigation Database (Drug Track)
PBS-10-19	Equine Records - XRF	PBS-25-02	Investigative Cases - XRF	PBS-36-12	Pen Register
PBS-10-20	Field Contact/Interrogation Reports	PBS-25-04	Training Records - XRF	PBS-36-16	Tracker Orders
PBS-10-22	Indexes	PBS-25-06	Intelligence Files - XRF	PBS-50	<u>ADMINISTRATION AND INTERNAL OPERATIONS</u>
PBS-10-26	Neighborhood Policing Plans - XRF	PBS-25-08	Grant Information - Homeland Security - XRF	PBS-50-02	Access Device Security
PBS-10-28	Off-duty Employment Records	PBS-25-10	Canine Records - XRF	PBS-50-03	Agreements - Intergovernmental/Agency
PBS-10-29	Officer Field Notes	PBS-25-14	Emergency Operations and Management Plans - XRF	PBS-50-04	Agreements - Mutual Aid
PBS-10-30	Orders for Protection/Restraining Orders	PBS-25-18	Incident Plans/AAR's	PBS-50-06	Agreements - Security/User
PBS-10-32	Patrol Requests	PBS-25-20	Operations (100 and 50)	PBS-50-08	Announcements - Administrative
PBS-10-33	PC Pickups	PBS-25-22	Permits - XRF	PBS-50-09	Automated Pawn System (APS) Records - Minneapolis Records
PBS-10-34	Policy & Procedure Manual - Unit Specific	PBS-25-26	Special Events Files	PBS-50-10	Business and Communication Plans
PBS-10-36	Precinct/Station Management Records	PBS-25-28	Team Records	PBS-50-14	Court Appearance Files
PBS-10-38	Property Registration Records - Operation ID - XRF	PBS-25-30	Warrant Service	PBS-50-16	Data Practices Requests
PBS-10-40	Radar Log (SEE ALSO: Daily Log)	PBS-31	<u>CRIME LABORATORY</u>	PBS-50-18	Grant Applications and Proposals - Accepted
PBS-10-42	Mobile Video Recording (MVR) - Non-Evidentiary	PBS-31-02	Accreditation Files	PBS-50-20	Grant Applications and Proposals - Not Accepted
PBS-10-43	Public Safety Cameras - Non-Evidentiary	PBS-31-03	Automated Fingerprint Identification Systems (AFIS)	PBS-50-22	Grant Management, Monitoring and Reporting
PBS-10-44	Mobile Video Recording (MVR), Public Safety Cameras - Evidentiary - XRF	PBS-31-04	Calibration Certificates and Maintenance Records for Equipment	PBS-50-23	Intellectual Property - Promotional Information
PBS-10-46	Reports - Daily and Weekly	PBS-31-06	Case File - Crime Lab (Major Cases)	PBS-50-24	Log Files - Criminal Justice Data Network
PBS-10-48	Reports - Investigation Annual Reports	PBS-31-08	Case Files - Crime Lab (Lesser Offenses)	PBS-50-26	Media Archive; News Clippings; Video Clips
PBS-10-49	Reports - Crime Statistics - XRF	PBS-31-09	Case Files - Photo Lab	PBS-50-28	Missing Persons Reports
PBS-10-50	Ride-Along Program	PBS-31-10	Case Management System (Forensic Computer Laboratory Case Management System - FCLCMS)	PBS-50-30	Off Duty Employment Records
PBS-10-52	Roll Call Reports	PBS-31-12	Criminalist Proficiency Records	PBS-50-32	Orders - Index (master)
PBS-10-54	Sign-In/Sign-Out Log	PBS-31-14	Fingerprint/Palmprint Cards	PBS-50-34	Orders - Special
PBS-10-55	Special Events Files	PBS-31-16	Gun Reference Database	PBS-50-36	Password/Authentication Management Files
PBS-10-56	Stolen Vehicle (Hot Sheet)	PBS-31-20	Juvenile Intake Log	PBS-50-37	Planning Studies and Reports
PBS-10-58	Subpoena/Summons Service Log	PBS-31-24	Latent Print Packets	PBS-50-38	Policies and Procedures
PBS-10-60	Tracking Databases	PBS-31-25	Permissions File	PBS-50-40	Public Information Statements - XRF
PBS-10-62	Use of Force Reports	PBS-31-26	Photo Requests/Release	PBS-50-42	Trouble Ticket Tracking System
PBS-10-64	Vehicle Logs	PBS-31-28	Picture Link - Juvenile	PBS-53	<u>MANAGING ASSETS - EQUIPMENT, FLEET AND ANIMALS</u>
PBS-10-66	Warrants - Arrest	PBS-31-30	Quality Assurance Database	PBS-53-02	Aircard Reconciliation
PBS-10-67	Warrants - Search	PBS-31-34	Quality Assurance Records		
PBS-10-70	Workforce Director Records - SEE ALSO Assignments	PBS-31-36	Surveillance Video		
		PBS-31-38	Test Fires		
PBS-15	<u>CRIME PREVENTION</u>	PBS-31-40	Work Order Log - Crime Lab Database		
PBS-15-02	Case Files - Community Crime Prevention/Safe	PBS-31-42	Work Order Requests/Crime Scene Log		
PBS-15-04	Community Surveys	PBS-32	<u>HOMICIDE</u>		
PBS-15-06	House Watch Check Record	PBS-32-01	710 Log		
PBS-15-08	McGruff House Program - XRF	PBS-32-02	Case Files - Amber Alerts - XRF		
PBS-15-10	Neighborhood Policing Plans	PBS-32-04	Case Files - Homicide Investigation - XRF		
PBS-15-12	Operation Identification - XRF				

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PBS-53-04	Animal Service Records - Canine and Equine	PBS-70-28	Medical Billing Information	PBS-90-02	Emergency Preparedness Planning Records
PBS-53-05	Calibration Certification and Maintenance Records for Equipment	PBS-70-29	Medical Records - MPD Specific	PBS-90-04	Response Plans - Health and Family Support
PBS-53-06	Calibration Records - Radar	PBS-70-30	Personnel Files	PBS-90-06	Emergency Preparedness Training
PBS-53-07	Certifications - Canine	<u>PBS-75</u>	<u>TRAINING</u>	PBS-90-08	Training Participant Database
PBS-53-08	Computer Asset Inventories/Audits	PBS-75-04	Certification Files	PBS-90-10	Emergency Preparedness Exercises
PBS-53-10	Equipment Tracking	PBS-75-06	Community Outreach	PBS-90-12	Emergency Preparedness Communication
PBS-53-12	Fleet Damage Reporting	PBS-75-08	Gas Mask Fit Tests	PBS-90-14	Grant and Contract Management - Emergency Preparedness*
PBS-53-14	Fleet Disposal Records	PBS-75-10	Training Calendars	PBS-90-16	Emergency Preparedness Policy Files
PBS-53-16	Fleet Inventory	PBS-75-12	Training File - Class File/Schedule/Course Materials	PBS-90-18	Emergency Preparedness Public Health Advisory Committee
PBS-53-18	Fleet Maintenance Records	PBS-75-14	Training File - FTO	PBS-90-20	Project and Committee Records
PBS-53-20	Fleet Maintenance Weekly Monitoring	PBS-75-16	Training File - In-Service	PBS-90-22	Emergency Preparedness Subject/Resource Records
PBS-53-22	Fuel Log	PBS-75-18	Training File - Recruit/Cadet Records (Hired)	PBS-90-24	Incident Command Records
PBS-53-24	Issuance/Assignment of Vehicles	PBS-75-20	Training File - Recruit/Cadet Records (Not Hired)	PBS-90-26	Incident Operations
PBS-53-26	Motor Vehicle Accident Records - Police Vehicles - XRF	PBS-75-21	Training History	PBS-90-28	Incident Planning
PBS-53-28	Radio/Cellphone Purchase and Usage Database	PBS-75-22	Training Records - Specialized Unit Course Materials	PBS-90-30	Incident Logistics
PBS-53-30	Range Firearms Repair and Cleaning	PBS-75-24	Training Records - Specialized Unit Officer Training Files	PBS-90-32	Incident Finance/Administration
PBS-53-32	Weapons Inventory (Index)	PBS-75-26	Vaccination Records - Historical	<u>PBS-95</u>	<u>EMERGENCY COMMUNICATIONS</u>
<u>PBS-55</u>	<u>INTERNAL AFFAIRS</u>	<u>PBS-77</u>	<u>PROPERTY AND EVIDENCE</u>	PBS-95-02	Mobile Data Computer Records
PBS-55-02	Critical Incidents and Serious Force /Injury by Officers	PBS-77-02	Auction/Sales Records	PBS-95-04	Event Recordings
PBS-55-04	Contact Record Log	PBS-77-04	Cash/Jewelry Log	PBS-95-06	Incident Detail
PBS-55-06	CRA Sustained Case Files and MPD Discipline Worksheet	PBS-77-06	Confiscated Property Files	PBS-95-08	Telephone Statistical Records
PBS-55-08	Garrity Notices for CRA	PBS-77-08	Deposit Records	<u>PBS-96</u>	<u>QUICK LINK MAPINGS - LEGAL RECORDS</u>
PBS-55-10	Internal Affairs Database	PBS-77-10	Inventory Correction Information	PBS-96-01	Claim Files
PBS-55-12	Internal Affairs Investigations	PBS-77-12	Firearms Background Applications	PBS-96-03	Contracts
PBS-55-16	Use of Force Reports	PBS-77-14	Firearms Disposition Review files	PBS-96-05	Contracts and Agreements
<u>PBS-58</u>	<u>CRIME ANALYSIS AND ASSESSMENT</u>	PBS-77-16	Gun Registration File	PBS-96-07	Contracts and Agreements
PBS-58-02	Criminal Intelligence, Statistics and Analysis Records	PBS-77-18	Jewelry and Alcohol Photo Log	<u>PBS-97</u>	<u>QUICK LINK MAPPINGS - ADMINISTRATIVE RECORDS</u>
PBS-58-04	i-Base/Intelligence Database	PBS-77-20	Latent Fingerprint Cards	PBS-97-01	Administrative Files
PBS-58-06	Intelligence Bulletins	PBS-77-22	Log Sheets	PBS-97-03	Administrative Files - CLU Commander
PBS-58-08	Intelligence File Audit	PBS-77-24	Mobile Video Recording (MVR), Public Safety Cameras - Evidentiary	PBS-97-05	Advisory Council (Precinct) Meeting Files
PBS-58-10	Intelligence Log File	PBS-77-25	Conducted Energy Device Recordings and Firing Data (Taser)	PBS-97-07	Annual Report (Departmental)
PBS-58-12	ISAC Policy and Procedure	PBS-77-27	Offense Reports - Stolen Firearms	PBS-97-09	Annual Report (Departmental)
PBS-58-20	Suspect Tracking System Database (STS)	PBS-77-30	Pawn Shop Records	PBS-97-11	Annual Reports
PBS-58-22	Uniform Crime Report - Annual	PBS-77-32	Property Inventory Sheets	PBS-97-14	Calendars - Chief's
PBS-58-38	Uniform Crime Report - Periodic	PBS-77-34	Property Removal - Out to Chemist Slip	PBS-97-15	Committee Records
<u>PBS-60</u>	<u>LICENSES AND PERMITS</u>	PBS-77-36	Release Forms	PBS-97-17	Committee Records
PBS-60-01	Case Files - Licensing - XRF	PBS-77-38	Unclaimed Property Sale	PBS-97-19	Correspondence
PBS-60-03	Licenses - Business	PBS-77-40	Stolen Property Report	PBS-97-21	Correspondence
PBS-60-06	Licenses - Liquor	PBS-77-42	Vehicle Seizure Records	PBS-97-23	Correspondence
PBS-60-08	Permits - Charitable Gambling	PBS-77-44	Weapons Buy-Back Program Records	PBS-97-24	Correspondence - People Business
PBS-60-16	Permits - Explosive	<u>PBS-78</u>	<u>RECORDS</u>	PBS-97-25	Criminal Codes Interpretations - Reference Material
PBS-60-18	Permits - Firearm Purchase Application	<u>PBS-78-02</u>	<u>INFORMATION/TRANSCRIPTION</u>	PBS-97-27	Data Practices Requests
PBS-60-20	Tracking Databases - Licensing	PBS-78-04	Arrest Files (Master)	PBS-97-29	Data Practices Requests
<u>PBS-65</u>	<u>BACKGROUND INVESTIGATIONS</u>	PBS-78-06	Arrest Report Index - Pre-CAPRS	PBS-97-31	Data Requests
PBS-65-01	Background Case Assignments Database	PBS-78-08	Arrest Report Summary - CAPRS	PBS-97-32	Historical Records - MPD History Files
PBS-65-02	Background Checks (aka Trackers)	PBS-78-10	Case Control Number Change Log	PBS-97-33	Information Requests
PBS-65-04	Background Investigative Files - Civilian Hired	PBS-78-11	DWI Paperwork	PBS-97-35	Information Requests
PBS-65-05	Background Investigative Files - Civilian Not Hired	PBS-78-12	Expunged/Sealed Records	PBS-97-39	Manuals - Internal Affairs Unit Manual
PBS-65-06	Background Investigative Files - Sworn Hired	PBS-78-13	Expungement/Sealing - Index	PBS-97-43	Manuals - Policies and Procedures
PBS-65-07	Background Investigative Files - Sworn Not Hired	PBS-78-14	Expunged or Sealed Records - Order	PBS-97-44	Manuals - Records
PBS-65-08	Candidate Database (aka Trackers)	PBS-78-16	Motor Vehicle Accident - Accident 2000 Database	PBS-97-45	Minutes and Files of Meetings
PBS-65-12	Hiring Roundtable Records	PBS-78-18	Motor Vehicle Accident Report Files	PBS-97-47	Minutes and Files of Meetings
PBS-65-14	Index-Archive	PBS-78-18	Motor Vehicle Accident Report Files - Fatal	PBS-97-49	Minutes and Files of Meetings
<u>PBS-70</u>	<u>MANAGING HUMAN RESOURCES</u>	PBS-78-20	Motor Vehicle Accident Report - Police Vehicles	PBS-97-53	Minutes and Files of Meetings
PBS-70-02	Community Service Officer (CSO) Files	PBS-78-22	Motor Vehicle Accident Report - Notice of Seizure/Intent to Forfeit - XRF	PBS-97-57	Personnel Count Reports
PBS-70-04	Community Service Officer Program Manual	PBS-78-24	Offender Tracking Forms (OTF)	PBS-97-59	Planning Studies and Reports - Directed Project Files
PBS-70-06	Fitness Scores - Sworn Employees	PBS-78-26	Records Accounting/Reconciliation - XRF	PBS-97-61	Project Files - APS
PBS-70-08	Health Club Program Documentation	PBS-78-28	Records	PBS-97-62	Program (User) Documentation and CAPRS Training Materials
PBS-70-10	Limited Duty Report	PBS-78-28	Requests/Authorizations/Releases	PBS-97-63	Program Source Code and Programmer Documentation
PBS-70-12	Multi-Cultural Recruitment Team (MCRT) Records	PBS-78-30	Special Person (SP) Index	PBS-97-65	Research and Reference
PBS-70-14	New Hire Tracking Database	<u>PBS-80</u>	<u>CIVILIAN OVERSIGHT OF LAW ENFORCEMENT</u>	PBS-97-66	Records Forms - History
PBS-70-16	Recruitment Database	PBS-80-02	Formal Complaint Files	PBS-97-67	Records Transfer Lists & Locations by Department
PBS-70-18	Recruitment Manual	PBS-80-04	Intake Information	PBS-97-69	Reports: Monthly, Quarterly, Periodic
PBS-70-20	Recruitment Marketing/Campaign Plan/Partnership Strategies	PBS-80-06	Tracking Logs	PBS-97-71	Reports: Monthly, Quarterly, Periodic
PBS-70-24	Sworn Personnel Seniority Lists	PBS-80-08	Complaint Database	PBS-97-73	Reports and Studies - Programmatic Request Statistics
		<u>PBS-90</u>	<u>EMERGENCY PREPAREDNESS (HEALTH AND GENERIC)</u>	PBS-97-74	Safe Unit Formation Documentation
				PBS-97-75	
				PBS-97-77	

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PBS-97-81 Speeches
PBS-97-87 System Analysis/Design Documentation
PBS-97-91 Work plans
PBS-97-93 Work plans

PBS-98 **QUICK LINK MAPPINGS - FINANCIAL RECORDS**

PBS-98-01 Accounting Receipts - Informants and Officer Travel
PBS-98-03 Bank Statements
PBS-98-05 Billing Records - APS
PBS-98-07 Budget (Final)
PBS-98-09 Budget Work Papers
PBS-98-12 Financial Records and Organization Affiliations
PBS-98-13 Grant Files
PBS-98-15 Grants, Donations, and Fundraising
PBS-98-17 Inventory and Supplies Billing Documentation
PBS-98-23 Media Accounts Ledger
PBS-98-25 Payroll - Attendance Sheets
PBS-98-28 Receipts
PBS-98-29 Reimbursements
PBS-98-31 Requisitions
PBS-98-33 Time and Payroll Reporting
PBS-98-35 Time Cards
PBS-98-36 Time Records
PBS-98-37 Time Keeping - Employee Attendance
PBS-98-39 Vending Machine Quarterly Statements

PBS-99 **QUICK LINK MAPPING - HUMAN RESOURCES RECORDS**

PBS-99-02 Classification Studies
PBS-99-03 Employee Information Sheets
PBS-99-05 Employee Investigation/Issues Files
PBS-99-07 Inactive Employee Files
PBS-99-09 Exam Documentation - Brown Folders
PBS-99-11 Hiring Paperwork
PBS-99-12 Internship Files
PBS-99-13 Medical Records - Employee
PBS-99-15 Personnel Card Files
PBS-99-17 Personnel Files
PBS-99-19 Personnel Files - Crime Lab
PBS-99-21 Personnel Files
PBS-99-23 Personnel Files
PBS-99-25 Personnel Files - Supervisor File
PBS-99-27 Roster - Employee Contact Information