

- (b) "U.C.R." - is the acronym for Uniform Crime Reporting, which is an "incident based" criminal statistics survey required by the Canadian Centre for Justice Statistics;
- (c) "CD #" - is the reference used when referring to the Peel Regional Police (P.R.P.) Criminal File Package or Criminal Dossier Number;
- (d) "Master Name Index" or M.N.I. - means the master file containing the names of persons/businesses/ vehicles/ addresses identified as having involvement in Occurrence Reports; including the names of complainants, culprits, suspects, victims, witnesses, or those charged with criminal offences, etc., which is maintained in our automated Records Management System. When queried by name, the index returns a record found and any linkages attached to the record, including Occurrence numbers, charges and dispositions, addresses and phone numbers, contacts and associates, court folders, property, vehicles, reports, identification numbers and physical descriptors;
- (e) "accused" - means a person who has been charged with an offence;
- (f) "culprit" - means a person who has committed an unlawful act but has not been charged with an offence and the Occurrence in which they appeared on is cleared "otherwise - cautioned";
- (g) "suspect" - means a person who may have committed an unlawful act, but there is insufficient evidence to prosecute or to designate that person as a "culprit";
- (h) "C.C.J.S." - is the acronym for the Canadian Centre for Justice Statistics;
- (i) "C.P.I.C." - is the acronym for the Canadian Police Information Centre;
- (j) "tasking" and "work flow" - refers to an electronic process of making, or causing to be made, entries in Occurrence Report activity lists and automated work lists;
- (k) "assign" – refers to an Occurrence requiring action by the "assigned to" unit;
- (l) "C.R.C." - is the acronym for Citizen's Reporting Centre, located at the divisions;
- (m) "the system" - refers to the P.R.P. automated Records Management System;
- (n) "D.D.E." - is the acronym for the Direct Data Entry Occurrence Report generating facility, operated by P.R.P. Records Services;
- (o) "D.D.S." - is the acronym for Digital Dictation System;
- (p) "R.S.O." - is the acronym for Records Systems Operator; and,
- (q) "R.U.C.R." - is the acronym for the Revised Uniform Crime Reporting general scoring rules.

**D. General**

1. The purpose of D.D.E./D.D.S. is to facilitate the entry of Occurrence and Follow-Up Reports into this Service's automated Records Management System. Members shall call D.D.E. / D.D.S. to add all Occurrence Reports and Follow-Ups that require template changes to the system, with the exception of CRC generated reports that are to be added directly to Niche by the Community Station Report Takers.

Note: Some PRP reports may be submitted in hard copy format as outlined in section F of this directive.

2. Occurrence Reports shall be submitted through D.D.E./D.D.S. prior to the completion of a member's tour of