

Pursuant to the New York Freedom of Information Law ("FOIL"), Public Officers Law Article 6, I request the following records related to the data systems used by the Gates Police Department ("GPD"), including records maintained by the Town of Gates, Monroe County Sheriff Office or Monroe County 911 on behalf of Gates PD.

This request concerns system identification, configuration, modules, fields, and documentation necessary to understand what records exist and how they are maintained.

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# 1. Records Management System (RMS) Identification

Please provide all records identifying the Records Management System used by GPD, including:

1. RMS vendor name (e.g., PTS, Mark43, Spillman/Motorola Flex, etc.).

**Central Square**

2. Product name, version number, and module list licensed by GPD.

**IMPACT, Version 3.32.2023.2**

**Modules Available – Arrest, Audit Logs, Blotter, Case, Citation, Clean Records, Confidential Informant, Department Order, Domestic Incident, Equipment, Equipment Check-in, Equipment Check-out, Field Interview, Medical Service Call, Notifications, Old Arrest Folders, Order of Protection, Permit, Photo Lineup, Property Bach. Recent Reports, Roll Call Calendar, Sex Offender, Tasks, Traffic Accidents and Warrant.**

3. Any contracts, agreements, or licensing documents.

**We do not have any of these. We do have a "Scope of Work" which is attached.**

4. Any statements of work, user manuals, or administrator guides.

**See attached document labeled "IMPACT - Scope of Work"**

**We do not have a user manual – Help and User instructions are built into the system under the Help tab**

4. Any internal documentation describing how GPD uses the RMS.

**See attached General Orders 475-22 Addendum Report Form, 457-18 Technicians Function, 106-21 Records Management System**

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## 2. RMS Data Tables / Field Dictionaries

**This is proprietary information and there are data security risks so this information cannot be provided.**

For the RMS identified above, please provide:

1. The "data dictionary," "schema," "field list," "table list," or equivalent documentation showing all fields stored by the system.
2. Any documentation identifying:
  - o table names
  - o field names
  - o field definitions
  - o data types
  - o required vs. optional fields
3. Any configuration documents showing which RMS modules GPD enables (e.g., Incident Reports, Traffic Stops, Use of Force, Training, IA/Professional Standards, Evidence).

These documents typically come from the RMS vendor but are maintained by the department or IT administrators.

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## 3. CAD / Dispatch System Information (Monroe County 911)

**CAD System information is property of the County of Monroe and FOIL requests regarding said materials should be referred to Monroe County.**

Please provide records showing:

1. The CAD system used by Monroe County 911 for dispatching GPD units.
2. Any documentation describing:
  - CAD call types
  - CAD disposition codes
  - CAD narrative/remarks fields
  - Officer/unit status codes
3. Any local Gates-specific CAD codes, signal codes, or dispatch categories (if applicable).

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## 4. CAD Field Definitions / Codebooks

**CAD System information is property of the County of Monroe and FOIL requests regarding said materials should be referred to Monroe County.**

Please provide:

1. The full CAD codebook, including:
  - call type codes
  - disposition codes
  - signal codes
  - status codes
  - any specialized codes for communication needs, disability flags, or "communication barrier" notations

2. Any documentation describing which codes are used when encountering a Deaf or Hard-of-Hearing individual (if such codes exist).
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## 5. System Integration Documents

**Our RMS system does not interface at all with the Monroe County CAD System**

Please provide any records showing how the RMS and CAD systems interface, including:

1. Import/export relationships between CAD and RMS
  2. Which CAD fields populate RMS reports automatically
  3. Any Gates-specific configuration of the CAD → RMS import process
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## 6. Data Retention / Archival Policies

Please provide:

1. Any GPD or Town of Gates data retention schedules related to RMS or CAD records.

**We do not have any specific retention schedules as it applies to RMS.**

**CAD – Would be Monroe County.**

2. Any Monroe County 911 retention policies governing CAD records provided to municipal departments.

**CAD System information is property of the County of Monroe and FOIL requests regarding said materials should be referred to Monroe County.**