

San Diego Police Department

TRAINING BULLETIN

A PUBLICATION OF THE SAN DIEGO POLICE DEPARTMENT

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CHIEF OF POLICE

19-07

June 6, 2019

Digital Media Working Copies / NetRMS URL

I. PURPOSE

The purpose of this bulletin is to provide Department members with an overview of the NetRMS URL and provide instruction on use.

II. BACKGROUND

Centralized storage of working copies of digital media related to a case has been problematic. Digital media can contain items such as: scanned images of documents, digital audio recordings, video files, and digital photos. As cases are transferred to other investigators, the need to have working copies of digital media in a centralized location is vital. NetRMS has the ability to contain digital media in a Uniform Resource Locator (URL), which provides a centralized location to store working copies of digital media related to a case in the NetRMS Case Folder.

III. NETRMS URL

When a case number is obtained in either MPS or iNetViewer, a case folder URL is created that is unique to that case. The URL is NOT secure storage for sensitive material.

IV. USING the NetRMS URL

To add working copies of media to the URL, click on the URL folder link in the case folder, and a File Explorer window will open. Files or groups of files can be dragged and dropped into the File Explorer window. Larger files or large groups of photos will take additional time to copy. A progress bar will appear indicating the status of the files being copied. Files can be deleted from the File Explorer window if needed.

V. LIMITATIONS of USE

The URL is **NOT** to be used for evidence. Evidence shall be impounded per Department Procedure 3.02. NetRMS URL is only for investigative working copies. Files saved to the NetRMS URL shall NOT be saved elsewhere on the network to avoid duplication of stored data; for example, in the H:\ drive or Unit G:\ drive.

Any questions regarding the use of NetRMS URL should be directed to Becky Sutterfield, Information Services, at (619) 531-2393.