

## **Common Data Fields in a Law Enforcement Database**

### **Summary**

Below are the most common data elements that CISC members generally collect on a standard or "routine" call for service and/or traffic contact. While there is no communicated standard to determine the most common, basic data that all agencies should obtain in a citizen contact, the practice has generally identified the most common data elements that include:

#### **For calls for service by a citizen:**

- Requesting person/victim: First, middle and last name, date of birth, race, gender, home address, home phone, cell phone, work business name, work phone number, work address, personal statement
- Witnesses: Same data and a personal statement of their knowledge about the case/involvement.
- Suspects (if any): Same data as victim/witnesses (if known), Name (if known), date of birth (if known), physical description (height, weight, hair color, eye color, gender, skin color, other identifying scars/marks/tattoos, work (if known), M1 hold occurrences, vehicles (if known) including make, model, color, year, and VIN (if known), and any identifying information that may help identify a purpose or motive for commission of the alleged crime/act.
- The type of call for service (citizen assist, theft, burglary, assault, etc.), and a narrative to describe the request for service and related actions of the responding officer and involved persons.:
- Traffic tickets include the above information and the driver's license state and number, all known vehicle information from the registration, traffic offense and conditions (weather, road, etc.). The officer adds a short narrative of events on the back for reference in court and includes his name and officer number.