

MEMO

To: Palm Bay CPI's
From: Palm Bay Analytic Unit

New Analytic Unit Process for the city police departments in South Brevard:

- Requests for police reports that are noted in the reporter information will be made automatically at 4:00 on the day the case comes into triage.
- Requests for address checks that are listed on the report will be made automatically at 4:00 on the day the case comes into triage.
- These requests will be sent in one large batch to the Police department on an excel spreadsheet which the support staff will keep updated on the shared drive
- If you have updated information such as a new address or police report needed please email it to Tanya Russell and Tina Galli by 4:00 and they will add it to the spreadsheet request
- The police departments prefer requests from one single point of contact, however if you are working evenings/ weekends and you need the report/ address check in a **rush**, you may still email the Police department directly: but please cc: Tanya & Tina. If it is not an urgent request, and can wait to be added to the spreadsheet, please just email Tanya & Tina and your request will be added to the spreadsheet during normal business hours

Here is an example of how the address checks will be requested:

Police Department	ADDRESS	INVESTIGATOR NAME	DCF CASE NUMBER	Date of Request	Date Received	Party Involved
PB	2862 Grant Ave SE, Palm Bay, 32909	Kelly Nagle	2012-027913	2/7/2012		Trevor Harvey 9/26/93
PB	1821 Baker St, NE, Palm Bay, 32907	Margarita Sagatzibal	2012-027723	2/7/2012		Leta Ineus 1/20/65
PB	134 Olivick Cr NE, Palm Bay, 32907	Herbert Emile	2012-028289	2/7/2012		Nickolas Key 11/18/86
PB	2041 Agora Circle, Apt 103, Palm Bay, 32909	Jane-Ann Silas	2012-028795	2/7/2012		Caitlyn Shea 02/20/88
PB	463 Sayre Rd SW Palm Bay, 32908	Connie Ward	2012-028956	2/7/2012		Shelby L. Kampf 12/17/89
PB	1215 Giralda Palm Bay, 32907	Jennifer Bennewitz	2012-028475	2/7/2012		Brandy Mccallister 11/01/82

Here is an example of how the police reports will be requested:

PD City	PD Case Report Number	DCF Investigator Name	DCF Case Number	Date Requested	Date Received	Party Involved
PB	12-001149	Kelly Nagle	2012-027913	2/7/2012		Trevor Harvey 9/26/93
PB	12-001093	Margarita Sagatzibal	2012-027723	2/7/2012		Leta Ineus 1/20/1965
PB	112001169	Herbert Emile	2012-028289	2/7/2012		Nickolas Keys 11/18/86
PB	12-000074	Marjorie Henry	2012-030582	2/10/2011		Scott Crawley 10/3/69
PB	12-009339	Jennifer Benewitz	2012-032626	2/10/2012		Dana Pellitier 08/31/1984

- Once the request has been made the CPI will receive a copy of the email request to notify them that the info has been requested on their behalf
- If a CPI is unsure if something has been requested they may ask **any** support staff member to check the master spreadsheet

New Analytic Unit Process for the clerk of court in South Brevard:

Any information that indicates there is an active clerk of court record in the Reporter information will be automatically requested on the CPI's behalf on a daily basis (if necessary) at 4:00.

EMAIL TO gail.morey@brevardclerk.us						
CLERK Report Number	DCF Investigator Name	DCF Case Number	Date Requested	Date Received	Party Involved	

Note: BCSO address checks & local criminal history searches will continue to be run automatically as the intake comes into Triage and entered into a note, only updated demographics/ addresses need to be requested by the CPI