

POLICY & PROCEDURE

EVANSVILLE POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

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INDEX AS: Incident Reporting
Master Name File
Records
Records Repository
Releasing Information

PURPOSE: The purpose of this Policy & Procedure is to establish procedures to ensure that the records of the Evansville Police Department are gathered and maintained in a lawful manner.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECORDS REPOSITORY
- IV. INCIDENT REPORTING
- V. MASTER NAME FILE

I. POLICY

- A. It is the policy of the Evansville Police Department that the Records Custodian has the responsibility for ensuring the integrity and security of the records system.

This responsibility includes processing records; maintaining a secure repository; maintaining a records retention schedule; providing records access to department personnel; and handling requests for release of information contained in department records.

This records system is a shared, county wide system that is utilized by several area Rock county agencies. The system is maintained at the Rock County 911 Communication Center. The system is supported and maintained by Rock County Computer services staff.

- B. It is the policy of the Evansville Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a department member.
- C. The Evansville Police Department recognizes that its undertakings are matters of continuing interest and concern to the community. Acknowledging this fact, it is the policy of the Evansville Police Department to provide the news media and other interested citizens with timely and accurate information regarding department activities while adhering to prescribed guidelines for information release.

II. DEFINITIONS

A. 19.32(2) Wis. Stat. Record Defined:

"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library

B. EXAMPLES:

Any incident report, supplement report, traffic accident report, driver's record, wanted record, criminal history record, traffic citation, vehicle registration inquiry, teletype message, or probation parole record. The term record includes those records on hard copy and those stored in computer files and accessed by fixed or mobile computer terminals.

III. RECORDS REPOSITORY

- A. City of Evansville ordinance designates the Chief of Police as the legal records custodian for the police department.
- B. Authorization for inspection of department records shall come from the Chief of Police or the Chief's designee.
- C. Records are available for request or inspection by the general public or news media during normal Administrative hours, 7am . 3pm.
- D. Police department personnel shall have access to police records 24 hours per day, 7 days per week.
- E. Employees shall treat as confidential the information which they gain through their employment; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in this Policy & Procedure and Wisconsin State Statutes.
- F. The Custodian of Records shall be responsible for the processing and storage of all original records, with the exception of intelligence files, photographs, and fingerprint cards. Computerized records can be accessed from any LRMS (Law Enforcement Records Management System) department terminal; however, access is allowed only by those personnel who have been granted security to enter the system.
- G. Intelligence files shall be maintained by the Lieutenant of Police. Access to these files is under the control of the Lieutenant of police.
- H. Fingerprint cards/electronic fingerprinting shall be maintained by the Rock County Sheriff's Office/District Attorney/Clerk of court as applicable. Photographs will be maintained by the Evansville Police Department Records Custodian.
- I. Generally, all sworn staff shall be allowed access to records. This does not apply to personnel records.
- J. Official Evansville police records will not be removed, copied, forwarded, provided to, etc., from the department by any member of the organization, unless authorization has been exclusively granted by the Chief of Police and/or the Chief's designee.
- K. If a record is pulled from a file, the record shall be returned to the file, to the re-file tray, or to support services staff for re-filing.
- L. Juvenile records, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- M. All reports with the exception of citations are filed in the appropriate file in the Records area by their respective incident/offense number. Citations will be filed in the original case file and electronically through the TRACS system.

1. Crash/Accident reports are kept in the original case file. In addition copies of Crash/Accident reports are kept in a file for the current year. Electric versions are also available via the TRACS system. These reports are filed by date of occurrence.
- N. All dispositions related to Municipal Court cases shall be entered into the Municipal Court TRACS system by the Evansville Clerk of Court. This shall be done as soon as practicable.
- O. All records generated by the Evansville Police Department and shared with our area colleagues through our shared records software, are confidential and used for law enforcement purposes only. The records stored on the shared records server {Rock County Law Enforcement Records Management System} (LRMS) generated by the Evansville Police Department are considered confidential. These records are subject to all state and federal laws related to release, which will be determined by the Records Custodian.

IV. INCIDENT REPORTING

- A. All calls for service handled by the department, whether in response to a request from a citizen or resulting from self-initiated actions, will be documented in the department's Computer Aided Dispatch (CAD) system. These calls include, but are not limited to:
1. Citizen reports of a crime.
 2. Criminal and non-criminal cases initiated by law enforcement employees.
 3. Any incident involving an arrest, citation, or summons.
 4. Citizen reports of incidents other than crimes.
 5. Any incident resulting in an employee being dispatched or assigned.
- B. If two or more persons report the same activity, it should be documented only once.
- C. All incidents shall be assigned a unique sequential CAD number; In addition some incidents may also be assigned a unique sequential case number.
- D. Police activity shall be documented in accordance with procedures set forth in CAD system. These procedures can be retrieved and reviewed through Report generator.
- E. All reports shall be completed using the Evansville Police Department report writing forms. These include, but are not limited to:
1. Offense/Incident Face Sheet Report;
 2. Supplemental Report;

3. State Traffic Accident Form, MV4000;
 4. Wisconsin Municipal Court Citations;
 5. Wisconsin Uniform Traffic Citations;
 6. Parking Tickets;
 7. Lockout waivers
 8. Traffic Warnings
- F. Officers shall dictate reports which shall be transcribed by Support Services staff into the department's Records Management System. In some cases, Officers may type/write reports themselves if they are one-half page or less.
- G. All police related reports, shall be completed prior to the end of an officer's shift, if any of the following circumstances apply. On occasion, this may require overtime.
1. All death investigations:
 2. All investigations that result in the incarceration of a suspect held for charging:
 3. All major crimes, serious incidents, and serious motor vehicle accidents:
 4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
 5. Any report involving the operation of a motor vehicle while intoxicated.
 6. This policy does not supersede the department overtime policy.
- H. Reports shall be reviewed by a supervisor to ensure accuracy and completeness. If changes or corrections are required, the supervisor shall refer the report back to the appropriate officer for the necessary corrections.
- I. Cad incident numbers are automatically generally by the Rock County Communication Center for each incident. Incidents that require further investigation, involve an arrest, are more serious, etc, will be assigned a sequential case number in addition to a CAD number. This Case Number shall start with LEV {Evansville}; 13 {Year}; and 01 {Incident number one}. LEV13-0001.

V. MASTER NAME FILE

- A. The department maintains an alphabetical master name file in the department's Records Management System. This function checks all files, with the exception of intelligence files, which are under the security of administrative access only, for the name or business specified.
- B. All contacts with persons or businesses that are documented through the use of incident/offense reports, accident reports, or citations will be entered into the Records Management System. These include, but are not limited to: arrestees, victims, complainants, suspects, witnesses, etc.
- C. The master name file contains:
 - 1. Basic name information including: name, address, and telephone number for all entries. Information on individuals includes dates of birth, social security number, driver's license numbers, and physical descriptions.
 - 2. The history of all documented department contacts with each person/business in the system.
 - 3. All criminal history print outs, are maintained for up to one year, and are destroyed by the Records Custodian pursuant TIME System policy.
 - a) The department maintains juvenile and adult criminal history files separately in the original case file.
 - b) A unique processing number is assigned to each person arrested and processed by the Evansville police department. Any and all arrest number(s) are assigned by the Rock County Jail staff upon booking into the Rock County Jail facility.
 - c) All staff that book a person into jail, shall follow booking procedures set forth by host jail, and shall follow all jail rules, policies, and procedures. {fingerprinting, medical, photographing, etc.}
 - d) Fingerprinting is required for any offense (criminal or municipal) pursuant 165.83 Wis. Stats. Two cards are to be utilized for the arrested person. One card shall be forwarded to the appropriate Clerk of Court and one card shall be forwarded to the Crime Information Bureau. These fingerprint card submissions are the responsibility of the Records Custodian.
- D. The department maintains an index of stolen, found, recovered, and evidentiary property in the department's CAD system.

Scott McElroy
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

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