



POLICY & PROCEDURE

ST. FRANCIS POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Department Personnel
DISTRIBUTION: Policy & Procedure Manual

REFERENCE:
WI Statutes §§19.31-19.39

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

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

This Policy & Procedure consists of the following numbered sections:

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

I. POLICY

- A. It is the policy of the St. Francis Police Department that the Records Division has the responsibility for ensuring the integrity and security of the records system.
 - 1. 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.
- B. It is the policy of the St. Francis 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 St. Francis 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 St. Francis 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.
- D. It is the policy of the St. Francis Police Department to account for all traffic citations issued to the Department and to maintain their security, distribution, and a full accounting of each citation.

II. DEFINITIONS

- A. **RECORD:** Any incident report, supplement report, computer aided dispatch record, 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 St. Francis 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, 8am – 4pm.
- D. Police department personnel shall have access to 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; refer to Policy & Procedure 10.03.
- F. The Records Division 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 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 Investigative Division. Access is limited to Investigative Division personnel/Drug Unit.
- H. Fingerprint cards shall be maintained electronically in Live Scan. Photographs will be maintained electronically in the Records Management System (Pro Phoenix).
- I. Generally, only Administrative, Supervisory, Investigative, and Records personnel shall be allowed in the Records area and in the Records Bureau's files.
- J. Official records will not be removed from the department by any member of the organization, unless directed by court policy or with the express permission of the Chief of Police.
- K. Juvenile arrest cards, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- L. All reports are filed in the appropriate file in the Records area by their respective incident/offense number.
- M. All dispositions on cases shall be entered into the Department's computer system as soon as practicable.
- N. All records generated by the St. Francis Police Department and shared with our Department through our shared records software, will be kept confidential and used for law enforcement purposes only. The records stored on the shared records server generated by the St. Francis Police Department are confidential and not subject to open record requests received by the City of St. Francis and or the St. Francis Police Department.

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 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 number.
- D. All reports shall be completed using the St. Francis Police Department report writing forms or through the use of TraCS. 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 Citations;
 7. Traffic Warnings
- E. Offense and accident reports should be completed in a timely manner, if any of the following circumstances apply:
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).
- F. 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.
- G. Reports are numbered in a sequential sequence that is created by computer aided dispatch. The number starts with the year, followed by six digits. (example 15-000001).

V. MASTER NAME FILE

- A. The Department maintains an alphabetical master name file in the Department's computer system. This function checks all files, with the exception of intelligence files, 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 master name file. 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. The criminal history file for each person arrested by the Department.
 - a) The Department maintains juvenile and adult criminal history files separately in the Department's computer system.
 - b) A unique processing number is assigned to each person arrested and processed by the Department. The arrest number is assigned in sequential order. The arrestee will be fingerprinted (Livescan) by the arresting officer and reviewed by a designated supervisor who should electronically send each completed fingerprint file to the state within 24 hours of arrest. This booking record will be maintained by the designated supervisor who has the ability to add/modify the record as needed.

- D. The Department maintains an index of stolen, found, recovered, and evidentiary property in the Department's computer system.

VI. TRAFFIC CITATION RECORDS MAINTENANCE

- A. All traffic citation forms are kept electronically in TraCS and our Records Management System (Pro Phoenix).
- B. Any lost, stolen, or voided citations issued shall be reported to the Chief of Police, with a matter of or note explaining the circumstances.
- C. All completed citations (excluding parking) shall be forwarded by the officers to Dispatch or the Records Division for entry into the computer system and be forwarded to the court. Sergeants will review any citations issued at the end of their shift before they are entered.

Kevin M. Hunter
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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