

CAMBRIDGE POLICE DEPARTMENT

Title: *RECORDS ADMINISTRATION*

Procedure: 5.400

Date Issued:

Revised: December 16, 2008

PURPOSE:

To document the responsibilities of the records and communications units basic to meeting the needs of the department for records management.

To outline audit and retention schedules of police records.

POLICY:

The Police Department maintains a comprehensive reporting system to record all requests for police services. The records system will record actions taken by law enforcement personnel whether in response to a request for service or for self initiated actions.

Communications and records personnel will share the responsibility for data entry, distribution and filing of department records.

PROCEDURE:

RESPONSIBILITY AND FUNCTION

1. The communications and records units are responsible for the records function of the Department. The units are under the Support Services Lieutenant. The Supervisor of the daily activity is the Information Technology Supervisor.

2. The Support Services Lieutenant or his designee is responsible for developing and modifying all department forms. The forms will be reviewed on an as needed basis to ensure that they are still consistent with department needs. The review process will include personnel in the units that will use and process the forms.

3. The Support Services Lieutenant is responsible for inspecting the overall operation and administration of Departmental records to ensure all units are

performing properly. This includes the incident control recording and field reporting process to ensure that the original report is maintained and that the correct incident number is assigned and accounted.

4. The records function is responsible for reviewing, controlling, maintaining, retrieving, and auditing department records and reports. These functions include:

The review of reports for completeness, accuracy, and to verify that all documents are accounted.

The responsibility for security, confidentiality, routing of records to units or individuals, and ensuring that a record will be made of each request for police service.

The responsibility for keeping records current and purging records according to Departmental policy.

The retrieval of reports or documents to be copied and distributed.

Once filed, no original report or any attachments thereto shall be removed from the file room without approval of a Supervisor.

5. The Records unit will maintain a repository of original records, including offense reports, adult arrest reports, criminal history information, and traffic accident reports. These reports will be filed separately by number and kept active for at least one (1) calendar year. Reports will then become inactive and placed in storage. Records will be available to all authorized operations personnel at all times.

6. The Records unit will maintain the case and arrest records needed for court of all persons arrested by the Department. When a case has been adjudicated the final court disposition will be recorded.

name, if available, of the citizen requesting the service, or victim's or complainant's name;

nature of the incident; and,

7. Records maintenance for other operational components of the Department is as follows:

nature, date, and time of action taken, if any, by the Department member.

The Criminal Investigations Division will maintain a secured original file regarding the Department's intelligence and organized crime files, a secured file on informants, and juvenile arrest reports.

The Training Officer will maintain a file on personnel training, and other administrative areas.

The Office of the Chief will maintain the Department's personnel records, grievances, citizen complaints and completed internal investigations.

The Administrative Lieutenant will maintain a secure active internal investigations file.

10. A single numbering system will be used to document all incidents of law enforcement service, including traffic accident investigations and miscellaneous calls for service. Incident numbers will be assigned by the Police Communication Officers for all requests for police service. Each service request will receive only one number and each number will be different.

11. Each person who is custodially arrested by a member of the Department will be assigned a Department arrest number. Each person will receive only one number and each number will be different.

12. All crimes and service call information will be properly coded by Communications unit personnel. All arrest information will be properly coded by Records unit personnel. The coding will be done according to Uniform Crime Reporting standards. All call records and crime data will be transmitted to the state for inclusion in state and federal crime reporting programs.

8. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction, will be reported:

13. Records on juveniles will be maintained separate from adults.

citizen reports of crime;

citizen complaints;

citizen requests for services when an officer is dispatched, and an employee is assigned to investigate, or an employee is assigned to take action at a later time;

criminal and non criminal cases initiated by police officers; and

incidents involving arrests, citations, or summonses.

TRAFFIC RECORDS

1. The Records unit shall have the primary responsibility for the processing, maintenance and distribution of traffic records. Monthly traffic accident data and enforcement activities will be distributed as a part of the Department report. Traffic accident information collected will be sent to the Maryland State Police.

9. Reports and records that document police activity will include the following information:

date and time of the initial reporting;

2. Retention and purging of traffic records will be determined by State and Federal Law. Accident reports will be released to the insurance company or vehicle owner upon request, or when subpoenaed by the court.

3. The traffic record system will contain the following:

traffic accident data reports, investigations and locations;

traffic enforcement data citations, arrests, dispositions and locations;

roadway hazard reports; and

traffic accident and enforcement analysis reports.

4. The format for summary reports should identify traffic problem areas, type of problem and counter measures suggested to relieve the problem.

5. The Department maintains a computerized system for the recording of accident and citation locations. This information will be periodically forwarded to Patrol Division supervisors for planning and appropriate enforcement action.

6. Supervisors will review traffic accident reports to ensure they are submitted in a timely manner and contain complete and accurate information.

MASTER INDEX

1. The Department maintains a computerized master index file (CID). This file contains the names of persons identified in field case reports who meet the following criteria;

- arrestees;
- witnesses;
- suspects;
- complainants;
- victims;
- missing persons; and,
- drivers involved in traffic crashes.

2. The Department maintains an automated index of incidents and arrests by location and type.

CRIME AND INCIDENT REPORTING SYSTEM MANUAL

1. In addition to the computerized Incident Reports specific forms are used to document incidents and investigations. The report forms are as follows:

- Arrest report
- Missing person report;
- Domestic violence report

- Traffic accident report;
- Supplement report
- Race Based Traffic Stop Report

PRIVACY AND SECURITY

1. The Records unit has the responsibility and is accountable for ensuring that records are properly secured and the privacy of individuals is maintained according to the law and as provided for by the Freedom of Information Act.

2. Records will be properly secured when not being used.

3. Access to data within the Records unit is accessible to operations personnel through the computer terminal. During normal work hours operations personnel have access to the Records unit as authorized by the supervisor, after normal working hours operations personnel have access to central records through the authorization of the on duty Supervisor.