



POLICY & PROCEDURE

ELKHART LAKE POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE: Village of Elkhart Lake ordinance
Chapter 9

NUMBER: 10.01

ISSUED: 06/01/2015

EFFECTIVE: 07/15/2015

RESCINDS

AMENDS

WILEAG 4TH EDITION

STANDARDS: 10.1.1, 10.1.2,

10.1.3, 10.1.4, 10.1.5, 10.1.6,

10.1.7, 10.1.8, 10.1.9

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 Elkhart Lake 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 Elkhart Lake Police Department that the Administrative 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 Elkhart Lake 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 Elkhart Lake 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 Elkhart Lake 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 Elkhart Lake 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: 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 as stated in WI §19.32(2).

III. RECORDS REPOSITORY

- A. Village of Elkhart Lake ordinance designates the Chief of Police as the legal records custodian for the 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 – 3pm.
- 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: Open Records.
- F. The Administrative 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 Chief of Police. Access is limited to the Chief of Police and investigator.
- H. Fingerprint cards and photographs shall be maintained by Records.
- 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. If a record is pulled from a file, the record shall be returned to the file, to the re-file basket, or to a Records clerk for re-filing.
- L. Juvenile arrest cards, 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 numerically.
 - 1. Crash reports are kept in a file for the month that they occurred.
 - 2. At the beginning of the year all crash reports are filed in the records storage area.
- N. All dispositions on cases shall be entered into the Department's computer system as soon as practicable.

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. Police activity shall be documented in accordance with procedures set forth in the Report Writing Guide.
- E. All reports shall be completed using the Elkhart Lake Police Department report writing forms. These include, but are not limited to:
 - 1. Offense/Incident Face Sheet Report (all arrests require a Report);
 - 2. Supplemental Report;
 - 3. Booking Reports (including mug shots and fingerprints);
 - 4. State Traffic Crash Form, MV4000;
 - 5. Wisconsin Municipal Court Citations;
 - 6. Wisconsin Uniform Traffic Citations;
 - 7. Parking Tickets;
 - 8. Lockouts
 - 9. Traffic Warnings
- F. Officers shall dictate reports which shall be transcribed by a records clerk into the Department's computer system. In some cases, Officers may type reports themselves.
- G. Offense and accident reports, including taped reports, shall be completed prior to the end of an officer's shift, 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 crashes:
 4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
- 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. All report numbers are generated by the Spillman computer aided dispatch software. Each case number will start with E followed by the year and then a dash with all other case numbers starting with 00000 and going up (E15-00000).

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 department does not maintain criminal history records of individuals in the master names index. All criminal history records are destroyed at the conclusion of the case.
- 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 in a secure area, which is the squad room paperwork cabinet.

1. Any lost, stolen, or voided citations issued shall be reported to the Chief of Police, with a memo or note explaining the circumstances.
- C. All completed citations (including parking) shall be forwarded by the officers to Records for entry into the computer system and for filing. The Chief of Police will review any citations issued before they are filed.

Michael Meeusen
Chief of Police

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

Initial 06/01/2015