



POLICY & PROCEDURES

HOLMEN POLICE DEPARTMENT

SUBJECT: **SECONDARY DISSEMINATION OF RECORDS** NUMBER: 11.4

SUBJECT: ALL DEPARTMENT PERSONEL

ISSUED: 03/01/2012

DISTRIBUTION: POLICY & PROCEDURE MANUAL

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POLICY

The Wisconsin Department of Justice Crime Information Bureau (CIB) operates the **TIME System** (Transaction Information for Management of Enforcement). La Crosse County Emergency Dispatch Center (LEDC) maintains the TIME System and provides access to NCIC and CIB for the law enforcement agencies within La Crosse County. The information received through the TIME System is to be used for law enforcement purposes only.

PROCEDURE

TIME SYSTEM RECORDED INFORMATION:

1. Any information received through the TIME System (reference records checks, criminal histories, etc) will not be disseminated (hard copy) to other agencies or individuals except the District Attorney's Office or other prosecuting attorneys for La Crosse County.
2. You may share this information verbally when working with other agencies on a need to know basis but do not give them the hard copy. If they need a copy, their department has access to it through LEDC.
3. **NO** criminal history should remain with any case file or with any file that may at some time become a public record.
4. All criminal history records should be destroyed (shredded) when the officer is through with them.
5. If the information is needed again at a later date, the officer can rerun the query. Certain information is defined by statute as Confidential or Sensitive in Nature and not to be released to the public (juvenile reports, sexual assaults, ongoing investigative reports, etc).

RECORDED AND VERBAL CONFIDENTIAL AND SENSITIVE INFORMATION:

1. Confidential and sensitive information may be shared with the District Attorney's Office, the Department of Health and Social Services or other law enforcement agencies or individuals on a need to know basis. Requests may come in from other agencies or individuals for this same information. If the officer is unsure as to whether to release information or not, he will check with his supervisor.
2. In some cases a report may be released but must be edited first. In the event a report of this nature is turned over to another agency or individual, the officer doing so will record the facts surrounding the transaction into the control log maintained in the Police Department.

Shane Collins
Chief of Police