



# POLICY & PROCEDURE

## HOLMEN POLICE DEPARTMENT

SUBJECT:	<b>DEPARTMENT RECORDS (separation of juvenile records)</b>	NUMBER:	11.5
		ISSUED:	09/07/2016
SCOPE:	All Department Personnel	REVIEWED:	01/31/2017
DISTRIBUTION:	Policy & Procedure Manual	<input type="checkbox"/> RESCINDS	
		<input type="checkbox"/> AMENDS	
REFERENCE:	WI §48.396 & §938.396 Village of Holmen Policy 10.3	WILEAG 4 <sup>th</sup> 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, 10.1.10	

INDEX AS: Records Security  
Access to Records by Personnel  
Field Reports  
Required Reporting  
Case Numbering System  
Supervisory Review of Reports  
Alphabetical Master Name Index  
Traffic Citation Records Maintenance  
Identification Numbers and Criminal History Files  
Warrant and Wanted Person Files

**PURPOSE:** The purpose of this Policy & Procedure is to establish procedures to ensure that the records of the Holmen 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
- VI. TRAFFIC CITATION RECORDS MAINTENANCE

## I. POLICY

It is the policy of the Holmen Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a department member.

The Holmen 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 Holmen Police Department to provide all interested citizens with timely and accurate information regarding department activities while adhering to prescribed guidelines in the Department's Open Records Policy, 10.03.

## II. DEFINITIONS

RECORD: Any incident report, supplement report, traffic accident report, driver's record, wanted record, criminal history record, traffic citation, vehicle registration inquiry, teletype message, probation parole record, or document generated by the Department. 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 SECURITY 10.1.1.3

A. The Village of Holmen ordinance, Policy 11.1 designates the police chief as the legal records custodian for the police department.

1. The police chief or his/her designee has the responsibility for ensuring the integrity and security of the records system, which 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.
  - a. The administrative assistant shall be responsible for the processing and storage of all original records except Intelligence files and evidence forms which shall be the responsibility of the property officer.
  - b. Computerized records can be accessed from any department work station; however, access is allowed only by those personnel who have been granted security to enter the department computer system.
  - c. Paper records can be accessed from department file cabinets by authorized personnel only. Doors to the police department will remain closed and locked with access allowed only to those personnel who have been granted security access to the department.
  - d. Authorization for inspection of department records shall come from the police chief or his/her designee.
2. Employees shall treat as confidential all information which they gain through their employment; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in

Department policies and applicable Wisconsin State Statute (938.396).

3. All person(s) requesting the release of records containing juvenile information in accordance with Wisconsin State Statute(s) must take possession of records in person from the Holmen Police Department.
- B. Police department personnel shall have access to records 24 hours per day, 7 days per week.
    1. Official records will not be removed from the Holmen Police Department by any member of the organization, unless directed by this policy or with the express permission of the police chief.
    2. If a record is pulled from a file, the record shall be returned to the administrative assistant for re-filing.
  - C. (10.1.1.1)-(10.1.1.3) Juvenile information, including but not limited to, incident reports, photographs, fingerprints and other methods of identification, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
    1. All records involving juveniles contained in the computerized records management system will be prominently marked.
    2. All records involving juveniles contained in the paper file system will be prominently marked.
    3. Access to these records will be allowed only to sworn personnel of the department and those non-sworn records personnel designated by the police chief.
  - D. All paper reports with the exception of citations are filed in the appropriate file in the records storage area by their respective unique incident number. Citations are filed alphabetically by the violator's last name.
  - E. All dispositions on cases shall be entered into the department's computer system as soon as practicable.
  - F. All records generated by the Holmen Police Department and shared with the La Crosse County Emergency Dispatch Center's software, are the property of the Holmen Police Department and their release will be handled in accordance with Department policy 11.1.
  - G. The Village of Holmen and/or the Holmen Police Department are not records custodians of the records stored on the shared records server generated by other law enforcement agencies in La Crosse County and not subject to open record requests received by the Village of Holmen and/or the Holmen 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 activity, will be documented in the Department's records management system. These calls include, but are not limited to:
1. Citizen reports of a crime.
  2. Criminal and non-criminal cases initiated by department 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. All calls for service shall be assigned a unique sequential incident report number generated by the La Crosse Emergency Dispatch Center using the Computer Aided Dispatch (CAD) system. Officers may "self-initiate" a call for service using the CAD system when the LCEDC is unable to due to call volume or emergency situation. Officers will ensure the accuracy of the incident location and never "bypass" the geographic verification.
1. The CAD system generates a number which relates directly to that police contact, contact date, in the order of that received, and the officer assigned.
  2. From time to time calls for service are duplicated in the CAD system. When this happens, those duplicate call numbers will be re-used for calls for service received at the front desk of the police department. Officers will then update the information the CAD software to reflect the correct incident location and type of call.
  3. The administrative assistant or other records person will be responsible for entering CAD generated information into the records management system.
- C. If two or more persons report the same activity, it should be documented only once.
- D. Police activity shall be documented in accordance with the Department's Report Writing Guide. Officers' daily activity will be recorded on the Patrol Activity Log.
- E. All reports shall be completed using the standardized Department report forms or the Traffic and Criminal Software (TraCS). Reports include, but are not limited to:
1. Incident Report narrative;
  2. Supplemental Report narrative;
  3. Wisconsin State Traffic Accident Form;
  4. Wisconsin Non-Traffic Citations;
  5. Wisconsin Uniform Traffic Citations;
  6. Parking Tickets;

7. Lockouts / Motorist Assists
8. Traffic/Ordinance Warnings
9. Non-Consent / Property Form
10. Witness Statement Form
11. Property/Evidence Inventory Form

- F. Officers shall type narrative reports. In some cases, officers may dictate narrative reports which will then be transcribed by a records person or voice recognition software. Narrative reports will be transferred by a records person into the Department's records management system after review and approval.
- G. All 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. All reports shall be reviewed by the police chief or his/her designee to ensure accuracy and completeness. If changes or corrections are required, the police chief or his/her designee shall refer the report back to the appropriate officer for the necessary corrections.

## **V. MASTER NAME INDEX FILE**

- A. The department maintains an alphabetical master name index (MNI) file in the Department's computerized records management system. This function checks all records, 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 Department incident reports, accident reports, citations or standardized Department forms will be entered into the MNI file. These include, but are not limited to: arrestees, victims, complainants, reporting persons, suspects, witnesses, etc.
- C. The master name file contains:
1. Basic information for businesses including: business name, contact person, address, and telephone number;
  2. Basic information for individuals including: the person's name (first, last and M.I.), address, date of birth, phone number, social security number, driver's

- license numbers, and physical descriptions.
3. The history of all documented Department contacts with each person/business in the system.
  4. 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 computerized records management system. In addition, juvenile incidents are prominently marked in the computerized records management system as well as the file drawer
    - b. A unique processing number is assigned to each person arrested and booked into the La Crosse County Sheriff's Department Jail. The booking number is assigned by the Sheriff's Department. All arrested persons incarcerated at the La Crosse County Sheriff's Department Jail by Department officers are photographed and fingerprinted by Sheriff's Department corrections officers.
  5. Warrants issued on arrested persons are forwarded to the LCCEDC for entry into the TIME System. Original warrants are maintained at the LCCEDC and are accessible 24 hours a day. Only copies of warrants are maintained at HPD. Warrant validation/cancellation is done by the LCCEDC. Officers will refer to Department Policy 11.4 for complete TIME System requirements and procedures.
- D. The department maintains an index of stolen, found, recovered, and evidentiary property in the department's computerized records management system.

## **VI. TRAFFIC CITATION RECORDS MAINTENANCE**

- A. All paper traffic citation forms are kept in the administrative office and maintained by the police chief or his/her designee.
  1. Electronic citations are maintained in the TraCS System.
- B. Any lost, stolen, or voided citations issued shall be reported in person or email to the police chief or Lieutenant explaining the circumstances.
- C. All completed citations shall be forwarded by to the records person for entry into the computerized records management system and for filing.
- D. Citations are filed by case number.
- E. All electronically generated traffic citations, warnings, summonses, etc. will be maintained by the police chief or his/her designee per the Wisconsin Department of Transportation and TraCS system policies.

Shane Collins  
Police Chief

This Policy cancels and supersedes any and all previous Policies and Directives relative to the subject matter contained herein.

Initial 09/07/2016