

St. Joseph, Missouri Police Department



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I. POLICY:

It shall be the policy of the Department to establish procedures for the maintenance, security, and dissemination of all records.

II. PROCEDURE:

A. Security:

1. The members of the Records Unit, Evidence Office, Detective Division, Booking Officers, Tele-serve, and others as deemed necessary, shall be the only persons authorized to make entries into the computerized Central Records files.
2. Records information is accessible by physical availability or technology to field members at all times, 24 hours a day, seven days a week. Records Unit members may be called in to access records at the request of a Field Supervisor, Watch/Division Commander, and/or the Chief of Police.
3. The public shall not have direct access to official records. Citizens requesting copies of police records may do so through the provided window access to records from the lobby area. Members outside the Records Unit and the public shall have access to police records only with the assistance of the Records Unit members to ensure the integrity of the records system.
4. The Chief of Police has designated the Police Records Supervisor as the "Custodian of Records."

B. Numbering System:

1. All calls for service and officer initiated calls shall be issued a computer generated complaint control number at the time the incident is reported. (See also GO0105 "Field Reporting" and Communications Center Policy).
2. The Shift Supervisor(s) is responsible for reviewing daily reports to ensure that agency specific procedures are being followed in the field-reporting

system. (See also GO0105 "Field Reporting" and GO0015 "Report Review & Correction Process").

3. Records personnel are responsible for ensuring that all report numbers issued are properly recorded in the Records system.

C. Collection, Distribution, and Storage of Records: (See also GO0105 "Field Reporting")

1. Reports are copied and distributed within the Department to various specialized functions or to outside agencies as appropriate.
2. Records personnel will make appropriate computer entries of reports in the accident, victim, juvenile, or arrest files.
3. Reports are filed in a "Yearly Incident File" that consists of original police reports that are filed numerically.
4. Original documents shall remain with the Records Unit.
 - a. Follow-up and case reports generated by department members will be forwarded to Central Records.
 - b. Original documents are stored in permanent Records Files within the Central Records Unit, or other approved storage facility, for archiving. Records members are responsible for maintaining these reports in ascending order to ensure that every report number is accounted for.
 - c. All cases assigned for investigation by the Department are tracked by a "computerized case management system" supervised by the Detective Division Commander or his/her designee. Some cases submitted to the Division are unassigned for investigation purposes (H & R Investigations are assigned by the Traffic Sergeant, who will also track the assigned officer's progress).
 - d. Records Retention Schedule: The Department will maintain records according to the Missouri Municipal Records Manual approved by the Missouri Secretary of State's Office.
 - e. Traffic/Parking Summons Books:
 - 1) Traffic/Parking Summons Books are maintained and secured in the Records Unit and/or Support Services Division.
 - 2) These books are issued by number to field members. Members are issued a summons book by recording the beginning and ending numbers of the summonses and then signing a log for the book.
 - 3) The police copy of the appropriate summons is filed in the Records Unit.
 - 4) Voided summonses are turned into Records.
 - 5) Completed originals of summonses are forwarded by the Records Unit to the appropriate court.
 - 6) Receiving ticket books from Records;
 - a) Officers may check out more than one ticket book. Tickets are to be used in numerical order. This will aid in tracking tickets and will keep the officer from writing a report explaining a gap in issued tickets.

7. Criminal History Access:

- a. Computerized "criminal history records" may be accessed by members of the Communications Center, Detective Division, and the Records Unit. Only designated personnel with Criminal History authorization are allowed to run a complete "criminal history report".
 - b. The Department has a system for assigning an identification number and/or maintains a "criminal history file" for each person custodially arrested. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person is referenced to his/her identification number.
8. The Records Unit maintains an alphabetical master index of persons arrested (prior to the initiation of the new computer system. Now that information is found in the computer system). That index is manual and serves as a cross-reference to those documents in which a person has been named.

D. Dissemination of Records: (See also GO0105 "Field Reporting")

1. Central Records personnel will be responsible for processing requests for copies of police reports.
 - a. Dissemination will be made according to applicable State Law and City Ordinance.
 - b. The appropriate fee will be collected for the **sale of reports**, with the money transferred to the City Finance Department.
 - c. Central Records personnel will be responsible for processing requests for records checks on individuals.
 - d. Conviction information is considered an open record and will be available to the public.
 - e. Non-conviction information is a closed record and is not available to the public. (Closed record information is available for purposes of civil litigation per state law after the requesting party signs the appropriate forms.)
 - f. The appropriate fee will be collected for **records checks**, with the money transferred to the City Finance Department.

E. Juvenile Records:

1. **Collection, dissemination, and retention of fingerprints, photographs, and other juvenile record entries:**
 - a. **Collection of Juvenile Reports:** Juvenile referrals and arrests are marked "Juvenile" by completing member and are separated from arrests of adult criminal records by Records Unit personnel.
 - 1) Juvenile victims are not subject to separation and reports are filed in the Yearly Incident File.
 - 2) Juveniles issued a summons for traffic charges are considered adults and are filed in ticket number order with all Traffic Tickets.
 - 3) Juveniles can be certified as adults on any charge through a court of record.

b. Dissemination of Juvenile Reports:

- 1) Reports are copied and distributed according to distribution instructions.
- 2) After distribution, juvenile referrals and arrests are placed in a secure juvenile file in the Records Unit.
- 3) Reports are recorded in the computer system in the juvenile file.
- 4) Juvenile reports are expunged when the juvenile reaches adult age.

c. Retention of Juvenile Fingerprints and Photographs

- 1) Detention personnel and/or sworn members are responsible for fingerprinting and photographing juveniles utilizing the equipment set up for the same.
- 2) Fingerprint cards are clearly marked "JUVENILE" and are forwarded to Records to be sent to the Missouri State Highway Patrol.
- 3) "JUVENILE" is clearly marked on the photograph jacket. Photograph is forwarded to the Records Unit and maintained in the juvenile mug-shot file (separate from the adult file).

F. Uniform Crime Reporting System:

1. Central Records shall compile monthly Uniform Crime Reporting Data and submit this information to the Missouri State Highway Patrol Criminal Records Division.
2. Data is gathered by reviewing, classifying, and coding offense and arrest reports according to Uniform Crime Reporting Guidelines.

G. State and Municipal Warrants Records:

The Communications Center will perform the following functions for the Department (See also Communications Center Policy and GO0012 "Arrest/Notice to Appear").

1. All State Offense (felony, misdemeanor) Warrants are initiated by the Buchanan County Prosecutor's Office and MULES/NCIC entry is made through arrangement(s) between the appropriate State Court and the Buchanan County Sheriff's Department.
2. City Warrants are received from the Municipal Court.
 - a. The warrants will be filed alphabetically in the Communications Center and are accessible to operations personnel 24-hours a day.
3. **Serving/Purging City Warrants:**
 - a. When an active City warrant is served, members will contact the Communications Center to obtain the original warrant.
 - b. The original City Warrant is forwarded to Municipal Court (after Booking) with appropriate return information. The member serving the warrant will complete the lower portion labeled "officer's return".
 - c. The Communications Center Dispatcher is responsible for canceling the City Warrant(s) in MULES.

- d. Communications Center personnel are responsible for canceling the MULES entry when notified that Municipal Court has recalled the warrant.

*The original warrant shall be marked "re-called" and dated. It is then sent back to Municipal Court.

- 4. Warrants received from other jurisdictions will be stamped with time and date received and placed in the file.
 - a. Communications Center personnel are responsible for purging the files when warrants are served or recalled from the originating jurisdiction(s).
 - b. A copy of a warrant received from another jurisdiction is not valid for arrest. Confirmation of the original warrant must be made with the originating Agency prior to arrest (See also GO0012 "Arrests/Notice to Appear").
 - c. Members shall sign any State Warrant that he/she has served stating the same (See also GO0012 "Arrests/Notice to Appear").

H. Traffic Records System:

1. Traffic Accident Data:

- a. The Records Unit maintains motor vehicle accident data including driver information, location, and report numbers available to citizens and Insurance Company Representatives.
- b. Original reports are maintained by the Records Unit for all reported vehicular accidents and summonses issued.
- c. Computerized accident location data is maintained by the M.S.H.P and AEGIS system. This data is shared with other department members, upon request.

2. Traffic Enforcement Data:

- a. All traffic violation summonses are maintained (computerized) by the Records Division and/or the appropriate court. This information includes type of charge, issuing officer, violator information, and location of violation.
- b. The City Municipal Court maintains computerized data on court disposition of all traffic violation summonses issued by Department personnel and cited into Municipal Court.

3. Roadway Hazard Reporting:

- a. Roadway hazard conditions are immediately communicated to the Communications Center for immediate referral and action by the appropriate Agency.

4. Traffic Accident/Enforcement Analysis:

- a. The Support Services Division and the Traffic Unit share statistical reporting, including traffic accident/enforcement analysis by location and time frame as well as identification of high frequency accident locations within the City. This information is available to other members, upon request.
- b. Analytical data is used to develop enforcement strategies and assist in traffic grant reporting.

- c. The Department releases a yearly "Traffic Accident and Enforcement Summary" showing comparative data for the year and providing previous annual comparison.

Chris Connally, Chief of Police

Date