

## DIRECTIVE 82.3 RECORDS

<b>Issue Date: 05/28/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 03/04/2019)</b>	<b>CALEA Standards</b>
<b>Pages: 3</b>	<b>Referenced: 82.3.1; 82.3.2; 82.3.3; 82.3.4; 82.3.5 &amp; 82.3.6</b>

**This directive consists of the following sections:**

- [\*\*82.3.1 Master Name Index\*\*](#)
- [\*\*82.3.2 Index File\*\*](#)
- [\*\*82.3.3 Traffic Records System\*\*](#)
- [\*\*82.3.4 Traffic Citation Maintenance\*\*](#)
- [\*\*82.3.5 Operational Component Record\*\*](#)
- [\*\*82.3.6 ID Number and Criminal History\*\*](#)

### **POLICY AND PROCEDURE:**

The central police records function of the Miami Township Police Department is important to the effective delivery of law enforcement services. This directive addresses those records functions that are basic to meeting the management, operational and information needs of the department. It is the policy of the Miami Township Police Department to provide for the security and privacy of the department's records in accordance with legal mandates.

#### **[82.3.1 Master Name Index](#)**

Miami Township Police Department maintains a computerized alphabetical master name index that includes the names of all persons identified in written reports and/or forms. This includes victims, witnesses, complainants, suspects, persons arrested, persons involved in traffic crashes and persons issued traffic citations.

The master name index serves as a cross-reference to all documents in which a person has been named.

#### **[82.3.2 Index File](#)**

Miami Township maintains computerized records relative to service calls and crimes by type; service calls and crimes by location; and stolen, found, recovered and evidentiary property files.

### **82.3.3 Traffic Records System**

The traffic records system provides accurate information to field personnel performing traffic duties and to members utilizing information to plan personnel deployment activities.

Miami Township maintains a traffic records system containing the following:

- Traffic Collision Data;
- Traffic Enforcement Data;
- Roadway Hazard Information.

### **82.3.4 Traffic Citation Maintenance**

#### *Issuing Citation Forms*

Records personnel shall issue traffic citation and warning forms. Citation forms shall be signed out via the Records Management Software program.

#### *Accounting for Citations*

All traffic citations and warnings issued shall be submitted with the daily paperwork and entered into the in-house records management software to include the citation number. When a citation or warning is requested to be voided, the Officer or Sergeant will type an email to the Police Clerks stating why they are requesting the citation or warning to be voided. The email shall be copied to their immediate supervisor. The citation/warning in question will be forwarded to records personnel who shall give the citation/warning to the Patrol Lieutenant for approval. Upon approval, records personnel shall write VOID across the citation, update the records management software program and file the voided form in a designated file in records.

#### *Storing Citations*

Blank traffic citation forms shall be stored in the records section which is secured at all entry points by key card access.

Upon issuance, the department copy of citations shall be filed in the records section and kept in accordance with the records retention schedule.

### **82.3.5 Operational Component Record**

All hard copy records submitted to the records section shall be maintained in the records section in designated files. These files and the data entered into the in-house records management software are readily available to all personnel in the agency 24/7.

These records shall be maintained in accordance with the Miami Township Schedule of Records Retention and Disposition.

The following records may be maintained by the specified agency operational component as indicated.

- Case investigators shall work from a copy of the original report. Should the investigating officer generate additional paperwork versus software data entry, the officer will be responsible to maintain all additional documents pertaining to the case under investigation in the case file. Upon completion of the investigation, the case file shall be submitted to records for update and filing.
- Grievance records shall be stored and maintained in accordance with Directive 22.4.2.
- Discipline records shall be stored in accordance with Directive 26.1.8.
- Employee selection and promotion records shall be maintained in accordance with Directives 31.4.6 and 34.1.3.
- Criminal Intelligence records shall be stored and maintained in accordance with Directive 40.2.3.
- Vice, Drugs and Organized Crime records shall be stored and maintained in accordance with Directive 43.1.1.
- Internal Investigations records shall be stored and maintained in accordance with Directive 26.2.2.
- Property Room forms shall be stored and maintained in accordance with Directive 84.1.5.

These records shall be maintained in accordance with the Miami Township Schedule of Records Retention and Disposition or as indicated in the specified directive.

#### **82.3.6 ID Number and Criminal History File**

Each person entered in the in-house computerized software program is assigned a unique number by the system that is not repeated. After the initial issuance of a number, that unique number shall remain the personal ID number for all future contacts.

Miami Township does not maintain criminal history files. Arrest information specific to Miami Township events are maintained via computer entry and maintained by the assigned personal identification number. The officer shall verify with the person arrested their current personal information. Any hard copy documents related to the arrest shall be submitted to the records section and shall be maintained in the records section in designated files.