


M1108 – Records Management

Effective Date: 08/08/23		Number: M1108
Note: Travelers Papillion APD	CALEA Standards Addressed: Chapter 82	
Issued By:	Chief Philip D. Lukens	Signed: 

I. POLICY

It is the policy of the Alliance Police Department to establish procedures for the maintenance, security, and dissemination of all records. The Nebraska Records Management Division Schedule 111, Municipal Police Departments, defines our record retention schedule.

II. PURPOSE

To establish guidelines to store, retain, and dispose of all documents and records in a manner consistent with law, and in such a way that provides citizens with appropriate safeguards against the results of improper storage or disposal of police records.

III. PROCEDURE

A. Security

1. In an effort to secure and control access to agency files, the Records Team employees shall be the only persons authorized to make final entries into the computerized central records files. Physical printed files shall be secured in a locked storage room within the clerical offices. Access to printed files is controlled by the clerical staff. Any reports removed from the locked storage room are checked out by a clerical staff member to a specific officer and must be returned before the end of the business day. (CALEA 82.1.1.a)
2. Electronic central records information is accessible to operations personnel at all times, 24 hours a day, seven days a week using the Central Square system. Access to digital records is protected through the use of domain passwords and a secondary password system exclusively through Central Square. (CALEA 82.1.1 b)

B. Numbering System

1. All calls for service and officer initiated calls shall be issued a computer generated call for service (CFS) number at the time the incident is reported. Each year on January 1, the computer numbering system will begin with the current year, the current month and start with number one (000001). Each number thereafter shall be consecutive and shall be separate and distinct for each incident. (CALEA 82.2.3)
2. The Operations Commander is responsible for having the daily reports reviewed by a supervisor to ensure that agency specific procedures are being followed in the field-reporting system. (CALEA 82.2.4)

3. Records personnel are responsible for ensuring that all report numbers issued are properly recorded in the records system using the following procedures: (CALEA 82.1.5)
 - a. Clerical will enter field reports (incidents, arrests, citations, etc.) in the RMS system.
- C. Field Reporting System – Guidelines indicating when reports must be written, forms to be used, required information, procedures for completion, submittal, processing, and review are outlined in General Order [O2103](#).
- D. Reporting Requirements (CALEA 82.2.2)
 1. The APD will investigate every complaint of criminal activity that is reported to have occurred within the APD's jurisdiction.
 2. The Alliance Police Communications Team will maintain records of all activities, complaints and calls that require an officer response through the RMS CAD system.
 - a. Officers responding to any incident have the ability to add comments to the record generated by the CAD system.
 - b. The CAD record will indicate by code the final disposition of that incident.
 3. The APD does not currently have a system in place for receiving specific types of crime reports via telephone, mail, or internet. Complaints and reports by citizens are handled in person at the scene or at the police department. (CALEA 82.2.5)
- E. Collection, Distribution, and Storage of Records
 1. All reports generated are reviewed for accuracy by a supervisor and upon approval by the supervisor, closed cases ready for prosecution will be forwarded to the Box Butte County Attorney's Office electronically by use of the Box Butte County Attorney OneDrive or emailed to the City Attorney's Office, depending on whether the crime is a violation of Nebraska Revised Statute or City Ordinance.
 2. Reports are copied and distributed within the Department, specialized functions, or outside agencies as appropriate (see General Order [O2103](#)). For the purpose of follow-up investigation, a copy of each report will be forwarded to the Investigations

Team. Traffic Accident reports will be forwarded to the Nebraska Department of Motor Vehicles for data and statistical information. (CALEA 82.2.4)

3. Record personnel will make appropriate computer entries of reports into RMS.
4. Computer entries will generate a master name index which will cross reference victims, suspects, complainants, arrested persons, and other contacts, with related police crime, traffic, and miscellaneous reports. This index will be searchable in RMS and will be accessible by name or report number. (CALEA 82.3.1)
5. Reports are filed in the RMS but may also be stored in an incident file, which consists of original police reports that are filed numerically consistent with the Case Report Number in RMS.
6. Original documents shall remain within the RMS. All original attachments to Case Reports shall be scanned into RMS and attached to the Case Report. Hard copy documents, such as handwritten statements shall be scanned into RMS and attached to the Case Report and the original hard copy shall remain in the case file jacket within the Records Unit.
 - a. Follow-up and case reports generated by Investigations and Patrol personnel will be attached to the Case Report in RMS.
 - b. The procedure to account for the status of all incidents and follow up investigations include: (CALEA 82.1.5)
 - (1) Officers will complete the report and forward to Investigations if necessary.
 - (2) Officers will then complete any supplemental reports and forward them to a supervisor for approval.
 - (3) Supplemental reports on most cases should be completed within 10 days.
 - (4) On a weekly basis the operations commander will produce a status report for the weekly CompStat meeting, reflecting the current active case load and to which Officer is responsible. The "status report" will also be distributed to the Officer, and the Officers' supervisor.
 - c. Original case reports are stored in record files within Central Records.

- d. Each individual associated with an incident or report is assigned a unique identification number in the RMS file created by clerical personnel. (CALEA 82.3.6)
 - (1) RMS parameters ensure each individual receives a unique identification number that is not duplicated.
 - (2) All incidents and events related to one individual are cross referenced to the associated individual and are searchable in the RMS master person index.
 - (3) Records such as fingerprints, photographs, and statewide criminal records are stored in NCJIS.
- e. An Incident Summary Report containing all calls for service incidents and their dispositions is generated from CAD for each day.

7. Records maintained by other units. (CALEA 82.3.5)

- a. The Investigations Team will maintain drug intelligence reports, Confidential Informant files, criminal intelligence reports, case management files on cases assigned to investigations, and completed Field Interview forms.
- b. The property room custodian will maintain a copy of property log sheets.
- c. State Uniform Citation and Complaint, Written Warning, City Ordinance/Parking, and Racial Profiling cards will be maintained in the records office. (CALEA 82.3.4)
 - (1) Officers are issued a citation book by requesting a supervisor unlock the citation cabinet, signing for the book, and returning the signed receipt to the clerical department. (CALEA 82.3.4a)
 - (2) The clerical department will account for the citations by entering the sequence of citation numbers into RMS. (CALEA 82.3.4 b)
 - (3) The "police" copy of the citation is maintained on file in the secured records unit. (CALEA 82.3.4 c)
 - (4) Voided citations are maintained on file in the records unit. When required, copies are forwarded to the appropriate court.
 - (5) Completed "court" copies are forwarded by the Records Unit to the appropriate court.

- (6) On an annual basis the Records Unit will conduct a random audit of 10 citations which have been issued.

- (7) Electronic versions of State Uniform Citation and Complaint, Written Warning, City Ordinance/Parking, and Racial Profiling cards will be maintained on TraCS. (CALEA 82.3.4)

TraCS is a program provided for agency use by NSP. The TraCS program is installed on laptops provided to officers in their patrol cars and the app can be located on the desktop.

TraCS users are provided with unique log in identifications which automatically identifies them on citations and reports generated by TraCS. TraCS also generates Citation or Control numbers for officers issuing citations, warnings and other reports based on the machine they are using.

Upon completion of a citation the officer is to validate the paperwork using the built-in validation tool. Once successfully validated, the officer can print the citation, warning, or other paperwork.

TraCS will automatically upload and submit paperwork to the appropriate authorities such as the County Attorney's during specified times by the program.

When exiting the program and a citation has yet to be submitted the program will ask if the officer would like to submit the citation. When the officer selects yes, the program will submit the paperwork (Citation) prior to signing the officer out and exiting the program.

- d. Police Service Dog Records are maintained by the PSD Supervisor and accessible by all members requesting access.
- e. Internal Affairs Records are maintained in the Administrative filing room and digitally secured on the f-drive with password protection.

F. Computer Backup, Storage, and Audit

- 1. Computer files shall be backed up according to a regular schedule. Back up of all police records, servers, and computer systems will be performed by the Bytes Computer services in accordance with contractual agreement to provide IT support

to the City of Alliance. Bytes Computer Services stores backed-up files on the server. (CALEA 82.1.6 a)

2. Storage of the digital records system is located at the Alliance Police Department server room. (CALEA 82.1.6 b)
3. Security to access the RMS records is controlled by permissions, accounts, and removal of users is granted by the Chief of Police or the Administrative Services Commander. (CALEA 82.1.6 c)
4. The Administrative Services Commander shall direct an annual audit of the central records computer system for verification of all passwords, access codes, or access violations. (CALEA 82.1.6 d)
5. Agency personnel may access computerized criminal history information through RMS with an assigned user name and password. Criminal history information may also be accessed through the Nebraska Criminal Justice Information System (NCJIS) with an assigned username and password. The Administrative Services Commander and designated clerical staff are NCJIS administrators. (CALEA 82.1.7)
6. Complete criminal history inquiries, to include NCIC, will be requested through the Alliance Police Communication Center. Criminal history results will not be disseminated outside the confines of law enforcement. (CALEA 82.1.7)

G. Dissemination of Records

1. Central Records personnel will be responsible for processing requests for copies of police reports. The criteria for the release of agency records are outlined in General Order [M1109](#). (CALEA 82.1.1 c)
 - a. Dissemination will be made according to applicable state and federal law and city ordinance. Social security numbers will be redacted from any record released to the general public.
 - b. The appropriate fee will be collected for the requested reports in accordance with the master fee schedule with the money being deposited using the Caselle software.

2. Record personnel will be responsible for processing request for record checks on individuals. Information will be released in accordance with General Order [M1109](#).

H. Juvenile Records

1. Separation:

- a. Juvenile reports are distinguished from reports by placing the letter 'J' in front of the IR number on the Juvenile Records. Electronic records indicate juvenile involvement with a separate entry front page of an incident. (CALEA 82.1.2 a)
- b. Juvenile records are maintained in the secure records repository with limited access to clerical and command staff personnel. Electronic records for juveniles are also stored in RMS with passwords for the Windows domain and RMS records system. (CALEA 82.1.2 c)
- c. Juveniles can be certified as adults on any charge through a court of record following procedures outlined in General Order [O2403](#).

2. Dissemination of Juvenile Reports

- a. Release of Juvenile Criminal History information will be in accordance with General Order [M1109](#).
- b. Reports are copied and distributed internally to Investigations for additional follow up as warranted.
- c. Criminal records are maintained according to the same policies and procedures regarding juveniles. After the juveniles have reached the age of majority the disposition does not change unless ordered sealed by the court. (CALEA 82.1.2 d)

3. Retention of fingerprints and photographs (CALEA 82.1.2 b)

- a. The APD does not process, retain, or disseminate fingerprint records of juveniles.
- b. Photographs of juveniles, when obtained under General Order [O2202](#) –

MIP Investigations, fall under the rules of photographic evidence handling and retention.

- c. Other Forms of Identification – The police department does not collect, maintain, or disseminate other forms of juvenile identification.

- 4. Expungement - Records personnel will seal juvenile records by updating the information in the records management system to reflect the sealing of the juvenile record when ordered by the court. (CALEA 82.1.2 e)

I. UCR/NIBRS Reporting

- 1. The Alliance Police Department follows incident based reporting procedures established in General Order [M1108-2](#).
- 2. Central Records shall compile NIBRS data and submit to State of Nebraska on a monthly basis.
- 3. Service Calls by Type and Location - are maintained by the Alliance Police Computer Aided Dispatch (CAD) system.
- 4. Crimes by Type - are tracked in UCR reporting, to include: homicide, rape, robbery, assault, burglary, larceny-theft, arson and auto theft. (CALEA 82.3.2 a)
- 5. Crimes by Location - are maintained and searchable in the online crime mapping and alerts service, RMS, and provided on the department's web site. (CALEA 82.3.2 b)
- 6. Stolen, Found, Recovered, Evidentiary Property Files are maintained by the Property and Evidence Division and in the Central Records. (CALEA 82.3.2 c)

J. Traffic Records System (CALEA 82.3.3)

- 1. Traffic Accident Data (CALEA 82.3.3 a)
 - a. The Nebraska Department of Motor Vehicles (DMV) is the repository for all traffic accident statistics and data.

- b. The APD, through the state reporting system and accident reports, provides the necessary data, including reports, investigations, and locations to the DMV.
- c. The APD utilizes data gathered from traffic accident investigations to inform the public, identify these locations, and correct these hazards.
- d. The APD can retrieve traffic accident statistics and data to assist in identifying problem locations and enforcement programs.

2. Traffic Enforcement Data (CALEA 82.3.3 b)

- a. The APD tracks citations, arrests, dispositions, and locations of agency traffic enforcement activities.
- b. The computer records system maintains all traffic violation citations. Information includes type of charge, issuing officer, violator information, and location of violation.
- c. Box Butte County Court maintains data on court disposition of all traffic violation citations issued by APD personnel.

3. Roadway Hazard Information - Roadway hazard conditions are reported to Communications for immediate referral and action by the appropriate agency (Alliance Public Works, Box Butte County, or State Dep. Roads). (CALEA 82.3.3.c)

- K. Records Retention - The City of Alliance follows the State of Nebraska Records Management Division Schedule 111, Municipal Police Departments, guidelines for records retention and disposal as outlined in General Order [M1108-1](#). (CALEA 82.1.3)
- L. Record Security - Per the FBI's Criminal Justice Information Services (CJIS) Security Policy (section 5.5.5), unattended workstations are to be set to auto-lock at a maximum of thirty (30) minutes of inactivity. The Alliance Police Department maintains a ten (10) minute inactivity lock-out policy to ensure the safety of protected and confidential materials. This is to ensure that criminal justice information (CJI) is not accessible to any unqualified persons that may encounter an unattended station. All stations with access to CJI will automatically lock after ten (10) minutes of inactivity and will require log in credentials to resume use of the station.

IV. RECORD OF CHANGE:

08/08/23 **III(L)** Addition of section L, ensuring record security at unmanned computer stations.