

	<p>BRIDGEPORT POLICE DEPARTMENT</p> <p>POLICY AND PROCEDURE GENERAL ORDER</p>	Distribution	General Order Number
		ALL PERSONNEL	10.08
		Original Issue Date	Reissue/Effective Date
		11/17/20	12/21/22
<p>Order Title:</p> <p>RECORDS MANAGEMENT</p>		Accreditation Standard: POSTC: 1.2.23; 1.2.24; 2.2.16; 2.2.22; 2.2.24; 3.2.27; 3.2.29; 3.2.30; 2.8.2; 2.8.7; 2.8.6; 3.3.5	Section
		<p>Section Title</p> <p>SUPPORT AND TECHNICAL SERVICES</p>	
<p>Rescinds:</p>		<p>Roderick Porter, Chief of Police</p>	

This General Order is for departmental use only and does not apply in any criminal or civil proceeding. This General Order should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this General Order will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting

I. PURPOSE:

The purpose of this general order is to establish a written directive that describes the Bridgeport Police Department’s guidelines and procedures related to records management.

II. POLICY:

The Bridgeport Police Department will maintain an accurate, complete, and efficient central records keeping system designed to record, file, retrieve, and disseminate information in an efficient and timely manner. The Bridgeport Police Department shall release or disseminate information from Department records in accordance with state and federal law enacted to safeguard the rights of individuals named within these records.

III. DEFINITIONS

Records: Records include the Master Case Files, Criminal History Files, and the paperless computerized records management system.

Reports: Reports as defined in this order are defined as any report submitted either as an initial or supplemental report including, but not limited to case reports, motor vehicle accidents reports, State of Connecticut report forms, motor vehicle citations and warnings, and any other forms or reports developed and authorized by the Chief of Police or his designate.

CAD/RMS: Paperless computer aided dispatch and records management system.

Records Management Software: Computer software created by NexGen Public Safety Solutions for Records Management and Computer Aided Dispatch.

Call For Service Number (CFS): A number assigned by the computer identifying a particular call for service or reported criminal or motor vehicle incident, on a chronological basis, at the time the information or call for service is received.

Criminal History Identification Number: A number assigned by the Records Management Software or by Records Division personnel to persons who have been arrested and/or charged with violations of state law or municipal ordinance. This number is assigned to only one person and is used to identify that person indefinitely.

IV. PROCEDURE

A. Records Responsibility and Function

1. The Record Division Supervisor is the official keeper of the records and as such is accountable for the collection, dissemination, and retention of all records.
2. It will be the responsibility of the Record Division Supervisor to cause an annual audit and evaluation of the record keeping requirements of Bridgeport Police Department.
3. It will be the responsibility of the Records Division personnel to maintain the records of this Department in accordance with this directive and applicable state and federal statutes.
4. As part of their record maintenance function, records personnel will:
 - a. Maintain reports and records;
 - b. Distribute copies to authorized persons or agencies;
 - c. Enter appropriate information into the department's computer system;
 - d. Maintain arrest records and related documents.
 - e. Maintain master name indexes
5. Personnel will code reports in the Records Management Software as necessary to comply with Uniform Crime Reporting purposes.

B. Records Administration

1. Access to records will be restricted to records personnel and department administration positions as required.
2. The door to the Records Unit and all the files shall be secured at all times when the Record Unit is closed for business.

3. Only the Records Clerks will file reports.
4. When the Records Division is open, officers will have a Records Clerk obtain original or copies of forms or reports.
5. Police personnel needing documents from records should ideally submit a request through case tracking in NexGen. Officers may also request documentation from records in person. Records personnel should furnish the copies of the reports to the requesting officer as soon as practical.
6. Only sworn personnel or Records Division personnel may review original reports. The news media, under the supervision of authorized personnel, may also review original reports.
7. Full case reports may be viewed through the NexGen Computer system by personnel on a twenty-four (24) hour basis. Copies of case reports and Personnel narratives may be generated from the Records Management System.
8. Copies of reports may be viewed, duplicated or otherwise obtained for investigative purposes, preparation for court or other hearings, and for follow up investigations.
9. When original documents from case reports are removed from records, they will be signed out on the case sign out log by the officer requesting the documentation.
10. Records Personnel shall place a colored file marker in the filing cabinet at the location of the removed case to indicate removal. The file marker is to be removed upon return of the original case.

C. Release of Information

1. Dissemination of information contained in written reports, criminal histories, and the computerized files to outside agencies and persons will be made through Records Division personnel and in a manner consistent with applicable State and Federal statutes.
2. Requests for criminal history information will be supplied pursuant to the State of Connecticut Freedom of Information Act (C.G.S. § 1-212).
3. Release of records to the media and the public will meet Connecticut Freedom of Information guidelines and related state statutes. These records will be released by the Chief of Police or designate.
4. The release of arrest information will generally be via the dispatch log, which is available at the front desk. If news media requires further information, they should be notified to contact the Public Information Officer for further information.

5. Mail requests for copies of cases may be honored if prepayment is made, a self-addressed stamped envelope is included, and it meets the criteria for release to the public.
6. Copies of open cases without a court ordered disposition will not be released to the public by records personnel.
7. Copies of reports may be released by records staff only. In an emergency, Command Personnel may release reports.

D. Report Distribution

1. Reports are reviewed and approved by a supervisor and then submitted to the Records Division. Records Division personnel will retain and/or distribute the reports as follows:

- a. Incident Reports:

All reports will be retained in the computer system. Arrest reports will be printed out and transmitted to court. The Records Division will be responsible for the distribution of all other reports to the appropriate persons and agencies.

- b. Accident Reports:

The Records Division personnel will print out these reports and distribute, upon request, to:

- 1) Persons who were involved in the collision
- 2) Persons who properly request copies
- 3) Insurance companies
- 4) Connecticut Department of Transportation, Accident Department.
- 5) The utility companies when it involves damaged equipment (i.e. poles)

E. Records Retention

1. Records of the Department will be maintained in accordance with State Statutes governing the retention of records. Refer to the State of Connecticut, Public Records Administration publication for the retention of Police Departments Records; Schedule VII, Police Department Records, Part 1 and Part 2.
2. No records or documents of any kind will be destroyed without the written permission of the Public Records Administrator of the State of Connecticut, with the exception of motor vehicle case dispositions.

3. It will be the responsibility of the Records Division Supervisor or designee to ensure that records remain neat and papers, reports, books, and logs are maintained, kept current and properly filed.
4. Records Division Supervisor or designate shall ensure that a request is sent, on an annual basis, to the Public Records Administrator requesting destruction of records pursuant to C.G.S. § 7-109 and Schedule VII of the Public Records Administration.
5. Any records to be destroyed that are considered confidential will be shredded or destroyed in some way to ensure continued confidentiality.

F. Erasure of Records

1. Upon receipt of a court order outlining the exact offense record that is to be erased or upon receipt of a list of juveniles whose records are to be erased, all copies of identification and arrest reports will be stamped "**ERASED**" and removed from the Records Divisions files. No information or record will be acknowledged or released if it is stamped "**ERASED**".

G. Master Name Index File

1. A computerized master list of names and addresses are maintained by the Department. These names and addresses are taken from reports and dispatch entries.

H. Criminal History Files

1. The criminal history files of this Department are records maintained in the master name index stored in the Records Management System as well as printouts from COLLECT/NCIC.
 - a. Access to and dissemination of state and federal criminal history records shall be in accordance with applicable state and federal statutes.
 - b. Access is based on computer security levels.
2. The Bridgeport Police Department assigns a specific identification number to individuals who are entered into the Department's Record Management System.
3. The number assigned is the person's social security number. If that number is unavailable, then the number is computer-generated.
4. All information on the individual will be referenced to this number.
5. There will be no duplications. Duplicated names will be checked and corrected by records personnel in the master-name index.

6. The criminal history files include the following:
 - a. Fingerprint card
 - b. Criminal history transcripts ("rap sheets")
 - c. Booking Sheet
 - d. Photograph
 - e. Name and aliases, if known
 - f. Date of birth
 - g. Last known address
 - h. Physical description
 - i. Outstanding physical characteristics (marks, scars, tattoos, etc.)
 - j. Henry fingerprint classification (if printed)
 - k. Social security number
 - l. Place of birth
 - m. Known associates
 - n. Listing of dates of arrest, case numbers, charges, arresting officer and disposition

7. All agency personnel will follow the procedures in this Section to assure that any records related to a person's arrest history are properly disclosed and are secured from accidental release.

I. Master Case File

1. Original paper copies of all incident reports and motor vehicle accident reports will be maintained by the Records Division personnel.
2. Most reports generated by Department personnel are maintained in the master case file located in the Records Division office.
3. Older cases are kept in a storage area.
4. Some records, usually of either a confidential nature or containing such information that renders them more appropriately stored in a specific unit or bureau, are maintained outside of the Records Division office. These records may include:
 - a. Personnel Records: Department Clerk
 - b. Training Records: Training Division
 - c. Intelligence and Special Investigations: Detective Bureau
 - d. Internal Affairs Investigations: Internal Affairs
 - e. Informant and Confidential Intelligence Files: Detective Bureau
 - f. Juvenile Records - Detective Bureau

J. Index Files

1. The Bridgeport Police Department's Records Management System will maintain index files to include.
 - a. Incident by type.
 - b. Incidents by location.
 - c. Stolen, found, recovered, and evidentiary property file.

K. Traffic Records

1. The record management system contains the locations of all traffic accidents and citations to provide a ready reference for accident/enforcement.
2. The Bridgeport Police Department will maintain traffic records containing:
 - a. Traffic accident date - reports, investigations, and locations.
 - b. Traffic enforcement date - citations, arrests, dispositions, and locations.
 - c. Roadway hazard reports.
 - d. Traffic accident and enforcement analysis reports.

L. Restraining/Protective Orders

1. The original order along with a copy of NCIC / Collect entry supplement (s) will be filed alphabetically in the Record Room.

M. National Incident Based Reporting System (NIBRS)

1. The Department records and submits NIBRS information on appropriate electronic media to the Connecticut State Police Crimes Analysis Unit, on a monthly basis.

N. Traffic Citation Records

1. Infractions Bureau Citations, Misdemeanor Summonses and Parking Ticket Books are stored under lock and key in the Patrol Division.
2. Whenever an infractions citation is issued for a motor vehicle violation, the Police Department copy is forwarded to records for retention.
3. Whenever a misdemeanor summons is issued, the Department copy of that document is entered into the master case file jacket with the original copy of the corresponding incident report.
4. The department copy of misdemeanor summonses issued for speeding are stored in a separate, secure file cabinet.

5. Whenever a parking ticket is issued. A copy is given to the Parking Enforcement Officer for retention. Refer to 10.10, Parking Tickets.
6. Issuing Forms to Officers
 - Summonses and Infractions - All officers shall sign the receipt for each book. The receipt shall be submitted to the Records Division who shall retain the receipt in a file. The Shift Supervisor will ensure that the Officer completes the receipt portion of the summons book, and that the receipt is forwarded to the Records Division.
 - Parking Tickets - Parking tickets are issued by the Parking Enforcement Officer (P.E.O.) consistent with 10.10, Parking Tickets.
7. Cross Referencing:
 - When infractions citations and/ or misdemeanor summonses are issued, the issuing officer will enter the call for service number on the citation for cross referencing.

O. Juvenile Records

1. The following are procedures for the collection, retention and dissemination of Department records pertaining to juveniles.
2. Separation of Adult and Juvenile Arrest and Identification Records
 - a. Fingerprint cards, photographs, and all other forms of identification and arrest reports pertaining to juveniles shall be kept separate from adult identification records secured in the Detective Bureau.
3. Access to Records
 - a. C.G.S. § 46b-124 dictates that all records of cases on juvenile matters shall be kept confidential.
 - b. During the period of time that the juvenile arrestee's photograph, fingerprints, and the records of the arrest are retained at this Department, they shall be used only for identification purposes in official criminal investigations.
 - c. Department personnel and other law enforcement personnel outside this Department are permitted access to juvenile identification and arrest records on a need-to-know basis only; including prosecutors, adult probation, Department of Children and Families, school and court officials.

- d. If a copy of the records leaves the Department, it must be stamped by the Records Bureau personnel with a "**CONFIDENTIAL**" and "**NO SECONDARY DISSEMINATION**" warning.
- e. When any other report that contains juvenile names is sent to an outside agency; with the exception of law enforcement agencies, prosecutors, adult probation, school and court officials, the Records Division personnel must blacken-out the names of the juveniles before release.

f. Pursuant to Connecticut General Statute §46b-124a, upon request of a victim of a delinquent act of a child, the victim, without a court order shall have access to:

- 1) the name and address of the child;
- 2) the name and address of the child's parents or guardians;
- 3) any charges pending against the child related to the delinquent act;
- 4) information regarding the disposition of the case related to the delinquent act; and
- 5) any order entered by the court pertaining to the victim related to the delinquent act.

g. All juvenile records will be retained and destroyed in accordance with the Connecticut State Library, Office of the Public Records Administrator, Municipal Records Retention/Disposition Schedule, M7: Public Safety and Emergency Services Records.

P. Computer Security and Confidentiality

1. The Records Division will work with in-house or City of Bridgeport Information Technology personnel to assure the security and maintenance of the Bridgeport Police Department computer systems.
2. No computer hardware, data disks, or system software shall be moved, modified, added or introduced to the system without the permission of the System Administrator. Under no circumstances shall any software not licensed to the Bridgeport Police Department or City of Bridgeport be installed in any computer without the approval of the System Administrator.
3. All information obtained through any Police Department, CJIS or NCIC system shall be used for law enforcement purposes only. Under no circumstance shall Police Department systems be used for personal reasons or curiosity.

4. Disclosure of information transmitted or stored in agency computers is subject to the guidelines of the *Connecticut Freedom of Information Act* and state and federal regulations. Illegal or inappropriate use of computer systems may expose the City of Bridgeport to significant liability and negative publicity.
5. The System Administrator will assure that a system is in place to provide daily backups and storage of system data and provide a process for off-site storage of data to provide for a disaster recovery plan. On-site storage of daily backup tapes will be maintained in a secure closet at the IT office. Off-site storage of backup tapes will be maintained in a secure closet at the IT office or at an off-site secure location determined by the IT Director and System Administrator.
6. The System Administrator will maintain a system for the issuance and modification of user names and passwords and conduct an annual audit of the computer system for verification of all system passwords, access codes or access violations and make a report to the Chief of Police.
7. Department staff are responsible for logging off the computer when they leave their workplace to assure system security and staff will use their own user name and password to log onto a computer.