

CHAMPAIGN POLICE DEPARTMENT

POLICY and PROCEDURE

POLICY NUMBER: 82.3

SUBJECT: RECORDS MAINTENANCE

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INDEX AS:

- 82.3.1 MASTER NAME INDEX
- 82.3.2 INDEX FILES
- 82.3.3 TRAFFIC RECORDS
- 82.3.4 CITATION RECORDS
- 82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS
- 82.3.6 CRIMINAL IDENTIFICATION NUMBERS

PURPOSE:

The purpose of this policy is to establish filing and maintenance procedures for all department reports and citations within the Records Unit.

DEFINITIONS:

I-UCR: Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

NIBRS: National Incident Based Reporting System. (NIBRS) is a comprehensive and standardized system for collecting and reporting crime data in the United States. NIBRS was developed by the Federal Bureau of Investigation (FBI) to improve the quality and accuracy of crime data and replace the older Uniform Crime Reporting (UCR) program, which primarily relied on summary-based reporting.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC: National Crime Information Center. The Federal Bureau of Investigation operates the NCIC. The NCIC computer is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

POLICY:

82.3.1 MASTER NAME INDEX

A. The following persons will be listed in the Public Safety Records Management System (PSRMS) master name index:

1. Any person listed on a traffic crash or incident report as a victim, witness, reporting party, complainant, suspect, offender, arrestee, or other party.

2. Any person receiving a traffic citation or written warning.
3. Any person arrested or receiving a written warning for a City Ordinance violation.
4. Any person who has their vehicle towed by the Police Department.
5. Any person arrested on a warrant.
6. Any person who provided their identity to an officer during a field interview.
7. Officers or employees involved in any incident or accident.

B. The master name index shall include an alphabetical listing of all such parties.

82.3.2 INDEX FILES

A. The Police Services Unit shall make entries into and maintain the PSRMS database. The PSRMS database will include:

1. Incidents by type/classification.
2. Incidents by location.
3. Found, stolen, and recovered property, as well as property seized as evidence.
 - a. A key component in recovering stolen property is the acquisition of serial numbers and the entry of unique serial numbers into the LEADS and NCIC systems.

82.3.3 TRAFFIC RECORDS

A. The PSRMS database will include the following:

1. Traffic accident data consisting of reports, investigations, and locations.
2. Traffic enforcement data consisting of citations, warnings, arrests, locations, and dispositions.
3. Traffic crash and enforcement activity reports.

B. Roadway hazard reports may be handled either by the Police Department or Public Works, depending upon the nature of the hazard, the location of the hazard, the time of day, etc.

1. When a member of the Police Department is assigned to handle a roadway hazard, a dispatch ticket will be created so that a record of the incident exists.

2. Requests for assistance with non-emergency roadway hazards made after hours or during

weekends will be referred to the Public Works department in writing. Public Works will be responsible for maintaining a log of such incidents.

- C. Both the PSRMS and Tyler CAD computerized databases allow for the compilation of data for administrative and supervisory review and analysis. Such data will be made available so that patterns of accidents, violations, or enforcement may be periodically reviewed.

82.3.4 CITATION RECORDS

- A. It is each officer's responsibility to maintain an adequate supply of written warnings, uniform traffic citations, traffic crash reports, and parking citations.
- B. The Operations Division shall be responsible for the secure storage and issuance of citation books and parking citations. Citation books and parking ticket books will only be issued to officers by supervisors.
- C. The Police Services Unit will be responsible for the filing of all voided and issued traffic citations.
- D. The Parking Division will be responsible for the filing of all issued and voided parking citations.

82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS

- A. The Police Services Unit is the central repository for original copies of all offense and incident reports, arrest reports, citations, written warnings, other field reports, and other official records. However, other components of the Department also maintain various records. Records maintained by other components of the Department include, but are not limited to, the following:

1. Office of the Chief of Police.
 - a. Department personnel records.
 - b. Internal affairs records.
 - c. Other administrative files.
2. Investigations Division.
 - a. Criminal intelligence records.
 - b. Informant records.
 - c. Investigative files.
 - d. Juvenile records.
 - e. Other administrative files.
3. Professional Standards.
 - a. Complaint records.
 - b. Accreditation files.

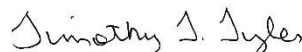
- c. Training Records.
- d. Other administrative files.

- B. Release of any information from these files shall be in accordance with the law or pursuant to court order.

82.3.6 CRIMINAL IDENTIFICATION NUMBERS

- A. All custodial arrests shall be assigned a unique internal identification number, as well as a State arrest number, which is issued by the State of Illinois upon fingerprinting.
 1. Juveniles age 10-17 will be assigned an internal juvenile arrest number.
- B. Once the number is issued, it shall be included on all arrest documents.
- C. The arrest identification number shall be cross-referenced to the incident number and easily interpreted.
- D. Arrest identification numbers are maintained by the Illinois Department of State Police and are not duplicated.
- E. If a criminal history check reveals that an arrested individual has been previously assigned a State of Illinois and/or FBI number, those numbers shall be included on all arrest reports to ensure positive identification and verification of the arrestee.

ISSUING AUTHORITY



Timothy T. Tyler
Chief of Police
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