



# CHATHAM COUNTY POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

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**GO # OPS-039:**

**EFFECTIVE: 02/01/18**

**RECORDS**

**REVISION: 12/23/20**

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### **PURPOSE**

The purpose of this Standard Operating Procedure is to establish guidelines for the administration, maintenance, and access of records for subsequent use by department personnel, the criminal justice system, and the public.

### **POLICY**

The records management function is important to the effective delivery of public safety services. This policy ensures that the Chatham County Police Department's records and documents are adequately protected and maintained. The Records Unit is responsible for processing and maintaining the integrity of all police reports, traffic citations, and GCIC entries generate each year. CCPD complies with all federal, state, county laws and ordinances, according to the Georgia Open Records Act and, upon request, shall make public all records subject to disclosure.

### **DEFINITIONS**

**PUBLIC RECORD** – all written documents, digital information, maps, books, tapes, photographs, and electronic information, prepared and maintained or received in the operation of a government body.

**RECORDS RETENTION SCHEDULE** - is a policy that defines how data items must be kept and provides disposal guidelines for how long data items should be discarded in accordance with GA law.

**REDACTION**-To select or adapt (as by obscuring or removing sensitive information) for publication or release

**RMS** – Records Management System, an organizational function devoted to managing information in an organization throughout its life cycle, from the time of its creation or inception to its eventual disposition.

### **PROCEDURE**

#### **I. RECORDS ADMINISTRATION**

##### **A. Privacy and Security**

##### **1. Juvenile Records**

- a. Copies of all juvenile citations, complaints, and orders are to be sealed and maintained in the Records Unit.
    - b. These juvenile records shall be filed and maintained separately.
  2. Juvenile records will be kept indefinitely and restricted upon receipt of a Court order. When complying with a restriction order, all files will be sealed in the RMS.
- B. Physical Security and Access to Records.
1. Access to records is limited to authorized and trained CCPD personnel upon approval by the Records Unit.
  2. Certain records entered into the RMS system are retrievable at all times by all authorized and trained personnel of the CCPD. The Chatham County District Attorney's Office will also have access to the RMS system.
  3. Depending on the level of authorization, these privileges are for "read-only" and cannot be altered.
    - a. Personnel may be denied access to certain areas of the RMS to provide security for arrested juvenile names and on-going criminal investigations that are entered into the system.
    - b. All records and reports of the court, Probation Officers, and law enforcement agencies concerning matters or proceedings under the juvenile jurisdiction of the court are confidential and shall not be disclosed except in accordance with Georgia Law.
  4. Reports concerning matters of proceedings under the juvenile jurisdiction of the court may be released to a Police Officer, Probation Officer, District Attorney, employee of the Chatham County Police or Department of Family and Children Services in connections with the performance of his/her duties.
    - a. Juvenile records that are to be viewed by the above will do so on a need to know basis.
- C. Access to Chatham County Police Department Files
1. Access to digital/electronic records is limited to authorized and trained Chatham County Police Department personnel.
  2. Certain records entered into the Records Management System are retrievable at all times by all authorized and trained personnel of the Chatham County Police Department.
    - a. Depending on the level of authorization, these privileges are for "read only" and cannot be altered.
    - b. Administrative Services may be denied access into certain areas of the records management system to provide security for and on-going criminal investigations.

## II. RECORDS RETENTION SCHEDULE

### A. Police Records

1. A schedule of retention and destruction for Police records has been established in compliance with the Georgia Archives Retention Schedule (<http://www.georgiaarchives.org/>).
2. A copy of the schedule will be located in the Record Unit.
3. No records are to be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.
4. The Records Unit Supervisor is the Chatham County Police Department's records retention and destruction coordinator. Any and all questions regarding the retention, destruction, or storage of records should be directed to the Records Unit Supervisor.
5. Upon expiration of the required retention period outlined in the records retention schedule, records under the control of the Chatham County Police Department may be destroyed.
  - a. Records may not be destroyed prior to the allotted time.
  - b. Records will not be destroyed as long as, in the Chatham County Police Department's opinion, they pertain to any pending case, claim, or action.
6. Microfilm and records are to be turned over to Chatham County Administrative service for storage.
  - a. Chatham County Administrative Services has a retention and disposal system.
  - b. The Chatham County Police department maintains copies of transmittal forms.
7. Video and Audio records are maintained in compliance with Georgia Archives Retention dates and applicable laws.

### B. Crime Reporting System Participation

1. It is the policy of the CCPD to participate in any Regional, State, and Federal Crime Reporting Systems available.
2. The CCPD currently participates in the National Incident Based Reporting System (NIBRS) operated by the Federal Bureau of Investigation.
3. All crime reporting information is entered into the RMS and is tabulated for Uniform Crime Reporting purposes.

4. At the end of each month, the CCPD forwards the UCR information in NIBRS format in a digital computer file to the Georgia Crime Information Center (GCIC) of the Georgia Bureau of Investigation (GBI).
5. The GBI compiles crime reporting information statewide and forwards it to the Federal Bureau of Investigation (FBI).

C. Accessibility of Records

1. All users may print out information contained in any program throughout the system in the performance of their duties.
2. This printout information is not an official document and is for internal and investigative purposes only.
3. At those times when a hard copy, microfilm, or verified copy of a record or report is needed, the Records Unit will be responsible for disseminating this information.
4. If access to information stored in the Records Unit is necessary during the evening or early morning hours, the Records Unit Supervisor shall be contacted to provide assistance at the request of the On-Duty Shift Supervisor.

D. Audit Requirements

1. An annual audit shall be conducted on the central records computer system for verification of all passwords, access codes, or access violations.
2. The Records Unit Supervisor or designee shall ensure the audit is conducted.
3. A written report concerning the audit results shall be filed with the Office of the Chief of Police through the Support Services Division Commander annually. A copy of the Annual Audit Report shall be forwarded to the Accreditation Manager.

### III. RECORDS

A. Traffic Citations

1. E-Citations will be generated electronically in a Department-approved RMS system. Each e-citation will have an electronically generated number specific to each charge.
2. Handwritten citations will be entered into the department-approved RMS system by the Records Unit.
  - a. Each citation consists of an original and four copies. The original goes to Records Court, the white copy – Department of Driver Services, the pink copy – Department, the yellow copy – Offender, and the green copy – Officer.
3. Citation books shall be issued to officers by patrol or unit supervisors for those occasions when the RMS system is unavailable.

- a. Citation books will be kept in a secure location within each precinct or unit.
    - b. Issued citation books will be recorded in a logbook with the date of issue, the receiving officer's name, citation numbers associated with each book, and the issuing supervisor's name.
  - 4. All issued citations shall be recorded by number on CCPD Form 1001 when forwarded to the Records Unit by the patrol supervisor or unit supervisor.
  - 5. The Records Unit will retain written warnings and voided citations.
  - 6. The Records unit will also maintain a copy of the handwritten citations (pink) as appropriate.
  - 7. Citations associated with a court appearance will be sent to Recorder's Court.
- B. Records in Operational Components
- 1. Generally, the records function of the CCPD is centralized in the Support Services Division; however, there are instances where records may be maintained in an operational component. These instances shall be determined by the need of the operational component to have access to specific types of records for the department's efficient operation.
  - 2. All reports and information entered into various programs throughout the Records Management System are stored within the system's database.
  - 3. The various components which maintain other reports and records, both official and unofficial within the Police Department include, but are not limited to, the following:
    - a. Office of the Chief of Police
    - b. Criminal Investigation Division
    - c. Training Unit
    - d. Internal Affairs Office
    - e. Property and Evidence
    - f. Policy and Compliance
- C. Criminal History Files for Arrestee
- 1. All persons arrested by the Chatham County Police Department are entered into the Criminal History database.
  - 2. All Chatham County Police Department's criminal history records can be cross-referenced by social security number, name, and date of birth.
  - 3. Criminal History transcripts are immediately accessible through the National Crime Information Center, the Georgia Crime Information Center, or Department files.

- D. Licensing for alcohol and beverage, special events, and businesses.
  - 1. Chatham County Police Department will work in conjunction with the Chatham County Department of Building and Safety Regulatory Services and state ordinance guidelines for the application and approval process.
- E. Arrest Information
  - 1. Officers shall complete an Arrest/Booking form on all persons placed under arrest by the CCPD. Completed Arrest/Booking forms will be turned in at their precinct or Chatham County Sheriff's Department (CCSD).
  - 2. Fingerprints shall be obtained from arrested persons. The Forensics Unit will collect hard copies of all fingerprint cards and maintain them in a Forensics Unit file.
  - 3. The Chatham County Sheriff's Department shall procure photographs of all persons who have been arrested and booked by the CCPD at the CCCD. Authorized CCPD personnel shall have access to all arrest photographs through the Phoenix Jail Management System.
- F. Warrant Control
  - 1. The CCPD participates in the Georgia Crime Information Center (GCIC) and the National Crime Information Center (NCIC), both of which maintain digital wanted person files.
  - 2. The CCPD adheres to GCIC/NCIC procedures for entering, receiving, and canceling information on wanted persons, as found in the online manual, accessed through the GCIC/NCIC terminal.
  - 3. All Criminal warrants received by CCPD shall be entered into the RMS system by the Records Unit.
  - 4. The Records Technician shall enter the following information on all new warrants.
    - a. Warrant number.
    - b. Date warrant entered.
    - c. Officer submitting warrant.
    - d. Case report number.
    - e. Pertinent information on the suspect.
    - f. Date warrant issued.
    - g. Charge.
    - h. Charge level.
    - i. Expiration date.

5. Information to be entered when clearing warrants:
  - a. Name of officer serving a warrant or records technician canceling warrant.
  - b. Date cleared.
  - c. Action taken.
6. To have a warrant entered into the RMS and GCIC/NCIC officers shall submit, in person, the signed warrant, CCPD Form 1142 Wanted Person Request for Entry Worksheet, and a copy of the incident report to the Records Technician. After hours, when needing warrants, follow the same procedure and take the documentation to E-911 Teletype for Entry. After hours are detailed as Monday –Friday 5 p.m to 8 a.m but includes weekends and holidays.
7. The original warrant, along with two copies, shall be filed in the communications center.
8. All officers shall have access to the warrant list through the RMS.
9. Teletype operators shall have 24 hours a day access to the RMS.
10. The teletype operator shall make NCIC and GCIC warrant entries/removals in accordance with established procedures.
11. Officers serving or attempting to serve warrants shall sign out all warrants removed from the communications center.
12. When picking the warrant up from the communications center, the officer executing the warrant shall complete Form 1005 Warrant Control Sheet and place it, along with the original warrant, in the designated box for warrants in the communications center.
13. The Records Unit will ensure that the documents are picked up from teletype operators and filed appropriately.
14. The records technician shall remove the warrant from GCIC.

This Standard Operating Procedure supersedes all written directives pursuant to Records.

BY ORDER OF:

*Electronically Signed in PowerDMS on 12/23/2020*

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Jeffrey M. Hadley  
Chief of Police