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## **POLICY**

It is the policy of the Douglas County Sheriff's Office (DCSO) to adhere to all state and federal laws in regards to the creation, processing, maintenance, security, dissemination, and retention of records. DCSO members will refer to the DCSO "Report Writing" policy for procedures on writing and submitting reports and to the FSD Quality Manual for additional information regarding the release of FSD reports/records.

## **DEFINITIONS**

Commander: For the purposes of this policy, a Commander refers to Bureau Captains within the Operations Corps, and the Administration Chief Deputy within the Administration Corps.

## **PROCEDURE**

### **I. General**

- A. The DCSO Records Division is the repository for all criminal records for the DCSO and for all original reports with the following exceptions: (82.3.5)
  - 1. Forensic Services Division (FSD) Reports
    - a. The DCSO Forensic Services Division (FSD) maintains responsibility for retention, storage, and dissemination of designated FSD related records/photographs in strict accordance with state and federal law and retentions schedules.
  - 2. Internal Affairs Reports
    - a. Reports related to administrative affairs and/or disciplinary matters will be maintained in Blue Team/IA Pro.
    - b. Paper internal affairs files will be securely maintained by the Administrative Coordinator (see the DCSO "Administrative Investigation of Complaints" policy).
  - 3. Personnel Records
    - a. Personnel Records will be securely maintained by the Administrative Coordinator.
  - 4. Property and Evidence Records
    - a. Property and evidence records are maintained in the BEAST system by the Property and Evidence Division (PED) and LIMS system by the Forensic Services Division (FSD).

- B. The DCSO will generate, retain, disseminate, and release records in accordance with Federal and State Statutes, the Nebraska Commission on Law Enforcement and Criminal Justice Rules and Regulations, the Security, Privacy, and Dissemination of Criminal History Information Act, and the Records Retention and Disposition Schedules published by the Nebraska State Records Administrator.
  - 1. The DCSO will retain all applicable records in strict accordance with the Nebraska Records Management Division, Records Retention Schedule 15 for County Sheriffs. The Records Supervisor will maintain a copy of the schedule in the Records Division office. (82.1.3)
  - 2. Past records are not purged in the IMS database.
- C. DCSO records may be utilized to generate the following information: (82.3.2)
  - 1. Service Calls by Type and Location (82.3.2a & b)
    - a. This data is can be obtained from the Douglas County 911 Computer Aided Dispatch (CAD) and DCSO RMS systems.
  - 2. Crimes by Type (82.3.2a)
    - a. This data is tracked for NIBRS reporting in accordance with NIBRS guidelines.
  - 3. Crimes by Location (82.3.2b)
    - a. This data can be obtained from the Douglas County 911 CAD and DCSO RMS systems.
  - 4. Stolen, Found, Recovered, Evidentiary Property Files (82.3.2c)
    - a. This data is maintained in the electronic BEAST system.
- D. National Incident-Based Reporting System (NIBRS) Reporting (82.1.4)
  - 1. The Records Division is responsible for the submission of NIBRS reporting data to the Nebraska Crime Commission on Law Enforcement and Criminal Justice in accordance with the NIBRS program guidelines.
    - a. Deputies will validate reports generated in the RMS for NIBRS compliance prior to submitting the report.

## **II. Access to Records (82.1.1a and 82.1.2c)**

- A. Paper records are stored securely within the Records Division and Forensic Services Division (FSD).
  - 1. Both Division offices are restricted access areas, containing paper offense and related reports, accident reports, records of arrest and criminal records and as such are in compliance with the Nebraska Commission on Law Enforcement and Criminal Justice.

- a. Both areas are equipped with locking doors. The Records Division also has an alarm system for additional security.
  - b. The Records Division is monitored by the Public Security Division.
  - c. The assignment and dissemination of alarm codes, I disc, keys, or other electronic or physical security measures is authorized and controlled by the Administration Chief Deputy and FSD Director.
  - d. Access to stored physical DCSO Records is limited to the Administration Chief Deputy and Records Division members.
  - e. Access to FSD Records is limited to FSD members.
  - f. Public access is restricted to the public waiting area at the DCSO Law Enforcement Center (LEC), the FSD, and the Records Division, which is separate from the secure storage spaces for records at all facilities.
- B. All original paper DCSO records generated prior to the implementation of electronic reporting are also securely stored in File Bound.
- 1. Remote access to File Bound is available to:
    - a. All DCSO sworn members.
    - b. Designated non-sworn DCSO members as determined by their respective Commander.
    - c. The Omaha City Prosecutor's Office.
    - d. The Douglas County Attorney's Office.
    - e. Authorized Omaha Police Investigators.
- C. DCSO electronic records are stored securely within the agency's Records Management System (RMS) and Information Management System (IMS).
- 1. Only authorized members can access electronic records and must do so using a secure log-on and password for both the RMS and IMS systems. Specific records within the systems can be restricted so that only specific users can access those particular records (e.g., confidential investigative records, sealed records, etc.). (82.1.6c)
    - a. Access to criminal history record information and dissemination is restricted to authorized terminals and users.
    - b. All transactions in RMS and IMS are logged and maintained to ensure the integrity and security of the records. (82.1.6c)
    - c. DotComm maintains user ID records, access authorizations, and other security programs for IMS.

- d. TOD maintains user ID records, access authorizations, and other security programs for RMS.
- 2. Electronic Records Security
  - a. DotComm oversees numerous audit functions that are built into programs pertaining to electronic records.
    - (1) DotComm will generate a 'review letter' to Department heads for annual verification.
  - b. Technical Operations Division Annual Audit
    - (1) The Technical Operations Division is responsible for conducting an annual audit of the DCSO Central Records Computer System that complements the audits conducted by DotComm.
    - (2) This annual audit will verify all passwords, access codes, or access violations. (82.1.6d)
  - c. The NSP and/or F.B.I. conduct audits of NCIC, NCIS, NICS and LETS procedures to ensure adherence to FBI CJIS policies and regulations.
  - d. Gun, protection order, and warrant validation data entry is validated monthly from a random listing provided by the Nebraska State Patrol.
    - (1) This validation requires the ORI to confirm that the record is complete, accurate, and still outstanding or active.
    - (2) Validation is accomplished by reviewing the entry and current supporting documents.
    - (3) Validation takes place 60-90 days from the date of entry and yearly thereafter.
    - (4) Validation procedures must be on file for review during an NCIC audit.
- 3. Data Backup (82.1.6a)
  - a. DotComm is responsible for the file back-up and retention of IMS records.
  - b. TOD is responsible for the file back-up and retention of RMS records.
  - c. Back-ups may be conducted on a nightly and/or weekly basis.
- 4. Electronic Records and Data Storage (82.1.6b)
  - a. Electronic records will be stored through the RMS and IMS in a manner that ensures security and the ability to retrieve the information.
  - b. Electronic records are purged based on a regular schedule.

D. NCJIS Access

1. Access to the NCJIS database and its files will be restricted to agency members using it for criminal justice purposes only. All members with access to the system will comply with the regulations set forth by the DCSO and the Nebraska Crime Commission.
2. Members granted access to NCJIS will be given a password and certificate, which they will not allow others to use to gain access to the system.
3. Members will log off the system after each use.
4. The user will not alter the format or content of any information printed from NCJIS.
5. The information provided by NCJIS will be used solely for such purposes as provided for by federal and Nebraska State Statutes and regulations. Members using NCJIS will properly identify themselves and the purpose for which information is requested.
  - a. There are three purpose codes for its use:
    - (1) Criminal Justice – to denote a query and use of the data in connection with the official duties with the administration of criminal justice.
    - (2) Firearms Sales Check – to denote a use of the data involving weapons-related background checks.
    - (3) Name check - NCJIS will only be used for internal (DCSO) employment checks.
6. Information provided to DCSO by NCJIS will be afforded security. NCJIS will track and maintain records of all persons receiving information from their database. Each division/unit that prints and makes secondary (external) dissemination of NCJIS criminal histories will maintain a log containing a written disposition of all criminal histories printed and disseminated.
  - a. The log will include what was distributed, to whom, when, and for what purpose.
  - b. When retention or use of the printed record is no longer necessary, it will be shredded.
  - c. Members using NCJIS will not electronically save unauthorized disseminations of data received from the NCJIS system.
  - d. NCJIS may be accessed from an agency (DCSO) provided mobile or wireless device only. Accessing NCJIS from personally owned mobile or wireless devices is strictly prohibited.
7. Any violations of this policy will result in the revocation of access to the NCJIS database as is required by the Nebraska Crime Commission.

E. 24/7 Access to DCSO Records (82.1.1b)

1. Records information is accessible electronically to authorized DCSO members 24 hours a day, 7 days a week.
  - a. Criminal history record information may be accessed by members through the IMS system.
  - b. Case reports and related information may be accessed by members through the RMS system.
2. The Records Division and LEC Front Desk hours of operations are 0800 - 1600 hrs. Monday through Friday, excluding designated holidays.

### **III. Internal Dissemination of Records (82.2.4)**

- A. Case Reports and all related reports completed in the RMS will be automatically routed to the Records Division after the report has been approved by a Supervisor (see the DCSO "Report Writing" policy for report approval procedures).
- B. CID and SID will have access to all reports completed in the RMS in order to review and assign reports as needed to CID and SID investigators. Once assigned, the report will be populated in the assigned Investigator's queue.
- C. Intelligence Reports completed in the RMS will be routed to the appropriate investigative division. Once submitted, only assigned Investigators can access the Intelligence Report.
- D. Original FSD reports will be maintained and disseminated in accordance with FSD procedures. Copies may be sent to the Records Division, CID, or SID as needed.

### **IV. Release of Records (82.1.1c)**

- A. Responsibility for the Release of Records
  1. The Records Supervisor will monitor and control the release of reports and criminal history information from the Records Division.
    - a. All non-law enforcement requests for criminal history record information will be reviewed by Records Division Law Enforcement Technicians (LET) prior to release. Records Division LETs are trained and certified by the State and monitored for compliance with Federal and State Laws and department procedures for criminal history record dissemination.
    - b. The Records Division may send redacted and approved reports to the Front Desk Unit to be released to a non-law enforcement individual.
  2. The Front Desk Unit may release copies of accident reports, Case Reports redacted and approved by the Records Division, and fingerprint records.
  3. The FSD Manager will monitor and control the access, dissemination and release of FSD related reports/photographs and criminal history information within the FSD.

4. Questions regarding the release of information that may be of sensitive nature will be directed to the Records Division Supervisor, their chain of command, and to the bureau/division responsible for the investigation.
5. Questions regarding the release of FSD related information that may be of sensitive nature will be directed to the FSD Manager, who is responsible to keep the chain of command apprised, as necessary.

**B. Fees**

1. Criminal justice agencies are not charged a fee for copies of Case Records or criminal history information.
2. Non-governmental or non-criminal justice entities and private parties are charged a fee for copies of reports or criminal history records unless waived by the Sheriff or other command officer.

**C. Procedures for Requesting Records**

1. Criminal justice agencies may request records via email or fax.
2. Non-criminal justice agencies will complete the Request for Official Documents (SF-119) when requesting criminal history information.

**D. General Guidelines for the Release of Records**

1. Any portion of DCSO records that are not public record may only be obtained by a non-law enforcement agency/individual through a court order or subpoena duces tecum, including with a witness fee.
  - a. Information in the Case Report will be released in accordance with the Criminal History Information Act.
  - b. Property/evidence information entered into the BEAST system is not considered public record.
2. Reports detailing the below listed incidents or crimes will not be disseminated outside of the DCSO, unless it is in response to a subpoena, Public Records Act (PRA) request (see subsection 8 of this Section D), or it is being provided to an outside entity as detailed in Section F (Release of Records to Government Agencies) below.
  - a. Deaths to include criminal, suicide, or natural.
  - b. Incidents with juvenile victims including child abuse.
  - c. Sexual assaults of all degrees.
  - d. Suicide attempt.
  - e. Overdose report.

- f. Emergency Protective Custody (EPC), Board of Mental Health (BMH), Adult Protective Services (APS).
    - (1) The release of these documents must be pursuant to a COURT ORDER or written release unless the requesting agency is authorized to possess record/document such as Health and Human Services.
  - g. Information Reports.
- 3. Sealed records will be managed in accordance with Section VI below and all applicable state statutes.
  - 4. If a document is requested that is not a DCSO report, the requested party will be directed to the original custodian of the record/document (e.g., Coroner reports, hospital documents, etc.).
  - 5. All subpoenas requesting informant information and state secrets will be forwarded to the Douglas County Attorney's Office-Civil Division for review.
  - 6. In the event the Records Division determines that it cannot or should not respond to a properly submitted subpoena because of concerns or restrictions, the Records Division Supervisor will contact the Civil Division of the Douglas County Attorney's Office for assistance in drafting the appropriate response to the requesting entity's subpoena.
  - 7. Generally, the DCSO is not compelled or obligated to comply with an out-of-state (non-Nebraska) subpoena.
    - a. A person or entity from outside the state of Nebraska requesting records would be required to file a cause of action in a Nebraska court and an application would need to be filed with the clerk or a judge of that Nebraska court to issue a subpoena.
    - b. However, if an out of state subpoena were construed as a written public records request, the DCSO would have to turn over the records under the public records statutes, unless the information being sought falls within one of the exceptions listed in the Public Records Act (PRA) or another statute.
  - 8. In accordance with the State Attorney General and the Douglas County Attorney's Office (Sept. 2009 legal opinion), records listed in NSS §84-712.05 are public records but may be kept confidential at the discretion of the custodian agency (Op. Att'y Gen. No. 94080 (October 14, 2004)). Therefore, while public records must normally be made available to citizens when requested, the DCSO may withhold records relating to examination, investigation, intelligence information, citizen complaints or inquiries.
    - a. These requests will be taken on a case by case basis and the Records Division Supervisor will confer with the Douglas County Attorney's Office and the Administration Chief Deputy in making the determination whether or not to release any or all of the requested reports.
    - b. Although the public may, under certain circumstances, view reports at the Records Division counter, that ability does not extend to the DCSO website. As such, the public is not able to view reports via the DCSO website.



- c. The Records Division utilizes the Douglas County Treasurer's System CFW (Cashier for Windows), via Oracle for the receipt of requests for reports and will process those requests and forward the respective reports by mail, fax, or email. The CFW provides a clear audit trail, financial controls, and consolidated reporting.
  - 9. If during the normal course of business the Sheriff, respective Commander, or Records Manager determines there is a public safety concern; the public safety information can be released to the media and the general public.
- E. Criminal History Records
- 1. No criminal record information, including the acknowledgment that no criminal record exists, will be given over the telephone to any non-law enforcement agency/individual.
  - 2. All criminal history record dissemination will be properly logged.
  - 3. NSS §29-3527 defines the penalty for violation of the Criminal History Information Act as a Class IV misdemeanor. Additional liability to the individual member and to the DCSO could be incurred as result of a civil court action.
    - a. Any violation of the criminal history record dissemination procedure will be reported to the Records Division Supervisor and to the Administration Chief Deputy.
  - 4. To ensure statutory dissemination compliance, the DCSO Records Division and the OPD Records Division own/control the arrest records made by their respective agencies. DCSO Records will not make changes or corrections to records that pertain to Omaha Police Department arrests and vice versa.
- F. Release of Records to Government Agencies
- 1. Death Reports
    - a. Death Reports will be forwarded by either the Records Division, CID, or SID to the DHHS NVDRS Program Manager upon request.
  - 2. Child Abuse/Neglect Reports
    - a. When children are placed in a foster care or other temporary custody, copies of reports will be forwarded to the Douglas County Attorney's Office, Juvenile Division and DHHS as requested.
  - 3. Arson Reports
    - a. Copies of reports will be forwarded to Nebraska State Fire Marshal.
  - 4. Juvenile Investigation/Referral Reports
    - a. Copies of juvenile arrests and juvenile referral reports will be forwarded to the Douglas County Attorney's Office, Juvenile Division.

5. Arrest Reports
  - a. Copies of records of felony arrests and all corresponding reports for all felony and domestic violence crimes will be forwarded to the Douglas County Attorney's Office.
  - b. Copies of records of arrest, criminal citations and all corresponding reports for traffic and misdemeanor charges, other than domestic violence will be forwarded to the Omaha City Prosecutor's Office.
6. Tavern Reports
  - a. Copies will be forwarded to NSP, Liquor Control Division.
7. Crimes involving vandalism to mailboxes, theft of mail, and mail fraud
  - a. Copies of reports will be forwarded to the United States Postal Inspectors.
8. Operator's License Pickup Orders
  - a. Orders will be returned to the Nebraska Department of Motor Vehicles. Operators licenses will be picked up pursuant to the order are attached to order.
9. FSD Records and Reports
  - a. The DCSO FSD provides services to outside agencies and as such provides those agencies with records and reports relating to their cases.

G. Release of Records to Subjects

1. Information from the Synopsis of the Case Report will not be redacted if the recipient of the report is one of the agencies or entities listed in Section F above.
2. Personal and/or vehicle information will not be redacted from reports of motor vehicle accidents or reports related to motor vehicle accidents.
3. The following information will be redacted from subpoenaed reports:
  - a. Social Security number.
  - b. Credit card, charge card, or debit card numbers and expiration dates.
  - c. Financial account numbers.
  - d. Any information that would be prohibited under the Health Insurance Portability and Accountability Act (HIPAA).
  - e. Any other information that may be redacted in accordance with the PRA or other statutes.

**V. Juvenile Records (82.1.2)**

- A. Juvenile records are distinguished from adult records as follows: (82.1.2a)
1. Physical juvenile and adult Records of Arrest are maintained in separate folders and are distinguished with a red tab.
    - a. Juvenile bookings are distinguished from adult bookings by the letter 'A' on the Juvenile Records of Arrest.
  2. Electronic juvenile records are distinguished from adult records as follows:
    - a. IMS
      - (1) Juvenile arrest records are distinguished and separated from adult records in the Douglas County computerized mainframe database by the use of different color font at the time of dissemination:
        - (a) White for juvenile.
        - (b) Blue for adult.
    - b. RMS
      - (1) Juvenile records are flagged in the RMS system to easily distinguish them from adult records.
- B. Security/Access to Juvenile Records (82.1.2c)
1. Physical juvenile records are securely maintained in the secure Records Division and clearly distinguished from adult records with a red flag for easy identification.
  2. Juvenile records will only be released or disseminated in accordance with applicable statutes and DCSO policies.
  3. Nebraska does not have a juvenile record expungement law. The Records Division will seal juvenile records in accordance with Nebraska State Statutes. See Section VI below. (82.1.2e)
    - a. Only Records Division members will be able to access sealed juvenile records.
- C. Fingerprints, Photographs, and Other Forms of Juvenile Identification (82.1.2b)
1. Fingerprints, photographs, and other forms of juvenile identification are collected in strict accordance with state statute and the DCSO "Juvenile Operations" policy.
  2. Juvenile fingerprints submitted as evidence are retained in accordance with the DCSO "Property and Evidence" policy. The DCSO does not disseminate juvenile fingerprint records.
  3. Juvenile fingerprint exemplars are not considered juvenile identification records as there is no identifying information tied to the fingerprints. Juvenile fingerprint exemplars that

are not records and are not entered into evidence but were obtained for comparison/elimination purposes are maintained in accordance with FSD policies.

- a. The FSD does not disseminate juvenile fingerprint exemplars.
  - b. Juvenile fingerprint exemplars that are obtained by the FSD from the AFIS database as part of an analysis are securely stored in the FSD paper case file, are not entered into the electronic records system, and are not maintained as a central identification record.
4. Fingerprint records of juveniles will not be submitted to AFIS or other repositories unless:
    - a. The juvenile has been convicted of or adjudged to have committed a felony.
    - b. The juvenile has unlawfully terminated their commitment to a youth rehabilitation and treatment center.
  5. Fingerprints of known juveniles will not be searched through AFIS or other repositories unless:
    - a. The juvenile is a runaway and the fingerprint check is needed for identification purposes to return the juvenile to their parent, custodian, or guardian.
  6. The DCSO does not collect, maintain, or disseminate juvenile mugshots. Juvenile mugshots are the responsibility of the Douglas County Youth Center.
  7. The DCSO does not collect, maintain, or disseminate other forms of juvenile identification.
- D. Disposition/Dissemination of Juvenile Records
1. Disposition of juvenile records will follow State Retention Schedules
  2. The CJIS, maintains adult and juvenile criminal histories in the same computer database, however, juvenile records will be disseminated separately from adult records in accordance with state and federal law. Juvenile records are maintained and disseminated according to the same policies and procedures regarding juveniles, after the juveniles have reached the age of majority. (82.1.2d)
  3. Juvenile records are flagged to the right of the entry to ensure that Records Division members distinguish between juvenile and adult records when disseminating records. Flags include:
    - a. 'Y' (Yes) – disseminate record.
    - b. 'N' (No) – do not disseminate record.

## **VI. Sealed Records**

- A. The Records Division will be responsible for sealing adult and juvenile records.
  1. Adult records will be sealed in accordance with NSS §29-3523.

2. Juvenile records will be sealed in accordance with NSS §43-2,108.01-§43-2,108.05. (82.1.2e)
- B. Sealed electronic records will be flagged in both the IMS and RMS systems.
  1. In IMS sealed records will be designated with red font.
  2. In RMS the sealed record will be flagged and members will be unable to open the record.
- C. For sealed physical records stored in File Bound prior to the implementation of the RMS, the Records Division scanned a document into the DCSO system that states “contact the Records Division regarding this file.” This designates the file is sealed and only accessible by the Records Division members.
- D. DCSO members will NOT disseminate sealed records or any information (juvenile or adult) therein with any person or agency outside of the DCSO except in accordance with applicable state statutes. A person or agency that improperly distributes or discusses a sealed record may be held responsible for such violation by the courts (NSS §43-2,108 and NSS§29-3523).

## **VII. Alphabetical Master Name Index (82.3.1)**

- A. The DCSO utilizes a master name index known as “The People Master Index (PMI).”
- B. The PMI is maintained on the IMS mainframe computer and is a shared database with all Douglas County law enforcement agencies.
- C. The Douglas County District, County and Juvenile Courts, and the Douglas County Department of Corrections also have access to this shared database.
- D. Each name is indexed in the IMS by a data number.
  1. Data numbers may be created and updated by Records Division staff and DCDC staff as report and arrest information is entered into IMS.
  2. All crime victims noted in a Case Report, all suspects arrested or ticketed for felony, misdemeanor, or traffic offenses, and all drivers or pedestrians involved in traffic accidents are entered into the IMS mainframe database.
  3. When a suspect is placed under custodial arrest, DCDC booking personnel will create a ‘Data Number’ in IMS if no Data Number currently exists. (82.3.6)
    - a. Documentation relating to each arrest and all future arrests will be cross-referenced on the local IMS mainframe database past record indexed by Case/SR number.
- E. One individual may have more than one data number, referred to as alias data numbers.
  1. Multiple data numbers will be referred to a Records LET II or the Records Supervisors for verification.

2. The data numbers will be cross-referenced by the alias data numbers.
- F. Duplication of data numbers is controlled by an automated index to the number and through verification by Records Division members.
  1. If a discrepancy is found, FSD will, using AFIS, confirm the true identity of the suspects involved.
  2. Any changes require amendments to all related reports and databases including the NSP, CID, SID and FBI.
- G. Historical files utilizing a DCS number are maintained for reference purposes.

## **VIII. Adult Fingerprint and Photograph Records**

- A. Fingerprinting
  1. All arrested (adult) persons brought into the Douglas County Department of Corrections (DCDC) for booking on new charges (not capias and child support warrants) are fingerprinted as part of the booking process.
    - a. State statute mandates that two copies of fingerprints be forwarded to the NSP and FBI.
    - b. The AFIS fingerprinting systems used at the DCDC facilities enable the electronic transfer of the prints to the appropriate agencies.
    - c. In addition, the descriptions of all persons arrested for any felony or felony fugitives from criminal justice system of another jurisdiction will be forwarded to the NSP and FBI.
- B. Photographing
  1. All arrested (adult) persons brought into the DCDC for booking are photographed as part of the booking process.
  2. DCDC booking personnel utilize automated booking systems to update the CJIS People Master Index (CJIS PMI), information at the time of booking.

## **IX. Traffic Records System (82.3.3)**

- A. In an effort to improve public safety and to reduce the number and severity of traffic accidents, the DCSO strives to identify potential traffic hazards and collision locations by collecting traffic data.
  1. Traffic Collision Data (82.3.3a)
    - a. The Nebraska Department of Transportation (DOT) is the repository for all traffic accident statistics and data.
    - b. The DCSO provides the necessary data, including reports, investigations, and locations to the DOT.

- c. The DCSO utilizes data gathered from traffic accident investigations to inform the public, identify these locations, and correct these hazards.
  - d. The DCSO can retrieve traffic accident statistics and data to assist in identifying problem locations and enforcement programs.
  - e. Additional information regarding traffic accident statistics can be obtained through the Douglas County Engineer.
- 2. Traffic Enforcement Data (82.3.3b)
  - a. The DCSO tracks citations, arrests, dispositions, and locations of agency traffic enforcement activities
- 3. Roadway Hazard Reports (82.3.3c)
  - a. Roadway hazard reports are tracked by CAD, and Deputies report their disposition in the Daily Activity Report Module of the RMS.

**X. Paper Citations (82.3.4)**

**A. Storage (82.3.4c)**

- 1. The Records Division is responsible for securely storing paper citations within the Records Division.
- 2. Deputies who have been issued a citation book will be responsible for ensuring that the citation book is securely stored when not in use.

**B. Issuance (82.3.4a)**

- 1. The Records Division will be responsible for issuing paper citations to Deputies and ensuring that there is an adequate supply of citations.
  - a. Supervisors will be responsible for notifying the Records Division if they need citations.
- 2. Once the Records Division issues citations to a Supervisor, the issuing Lieutenant or Sergeant will complete the demand information on the cover of the citation book, including name of issuing supervisor, name of Deputy issued the citation, and the sequential numbers of the citations contained in that book.
- 3. The issuing Sergeant or Lieutenant will then send the citation book cover to the Records Division where the above information is entered in the computer.
- 4. Deputies transferred from the USB will turn in any assigned and unused citation books.

**C. Accounting (82.3.4b)**

1. To provide a means of tracking and accounting, DotComm generates quarterly reports providing data on the issuance of the citations and generates a computerized 'exception report' listing all assigned citations not yet issued.
2. Citations may be voided for a number of legitimate reasons (e.g., Deputy error on charges or demand information, a decision to book rather than cite, etc.).
  - a. Deputies voiding citations must complete an Inter-Bureau Communication (SF-118A), via the chain-of-command to their Bureau Captain, detailing the reasons for voiding the citation.
  - b. All four copies of the citation must accompany the Inter-Bureau.
3. Deputies must report lost, stolen, or unusable tickets with an Inter-Bureau to their Bureau Captain via the chain of command.
4. To ensure that issued citations are accounted for, the Records Supervisor will, on a quarterly basis receive and review the DotComm issued report of Assigned, Issued and Voided citations by Officer, DotComm report # LPFSM50-01.
  - a. The Records Supervisor will follow-up on unaccounted citations by forwarding information in the DotComm report to the deputy originally issued the book of citations. The assigned deputy will then determine and report the status of the accounted citations to the Records Supervisor on the DotComm report.

## **REFERENCES**

### **I. Laws**

- A. Nebraska State Statutes: NSS §29-3515-§29-3528, NSS §43-2,108-§43-2,108.05, and NSS §84-712-§84-712.09.

### **II. Previous DCSO Orders**

- A. Previous DCSO General Orders include: #40-2023, #15-2022, #9-2021, #69-2020, #19-2019, #54-2018, #20-2014, #2-2013, #17-2012, and #18-2011.

### **III. Accreditation Standards**

- A. Applicable CALEA Accreditation Standards include: 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.6, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, and 82.3.6.

### **IV. Review Schedule**

- A. Quadrennial.