
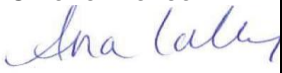
	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 10/24/24
Chief of Police: 	Records Maintenance, 82.3	
Cross Reference: SOP 74.1 Legal Process Documents SOP 82.1 Records Administration		Policy Sections: 82.3.1 Main Name Index 82.3.2 Automated Files 82.3.3 Traffic Records 82.3.4 Citation Records 82.3.5 Other Files 82.3.6 Criminal Identification Numbers 82.3.7 Fingerprints and Photographs Required 82.3.8 Warrant and Wanted Person Files Appendix A: Warrant Control Card

PURPOSE

The purpose of this policy is to establish guidelines for records identification and organization within the department's records management system.

POLICY STATEMENT

It is the policy of the department to maintain files on persons coming into contact with the department, as well as property stolen, found, recovered and held for evidentiary purposes within the department's records management system. The department shall also maintain records of traffic crashes and hazards, enforcement data, analysis reports, arrests, citations, criminal histories and wanted persons.

DEFINITIONS

DACRA: Software utilized to streamline, organize and automate electronic citations, TOW and Seizure Management, Administrative Adjudication & Municipal Courts, and fine management.

Law Enforcement Agencies Data Sharing System (LEADS): A statewide data system in which law enforcement agencies share information with other agencies, to include but not limited to warrants, driver's license status, license plate information, officer safety information, and NCIC access.

National Crime Information Center (NCIC): A computerized index of criminal justice information such as criminal record history information, fugitives, stolen properties, missing persons.

PROCEDURES

82.3.1 MAIN NAME INDEX

- A. A main name index is maintained within the department's records management system which includes any person listed in a crash or incident report as a victim, witness, complainant, suspect, or citation issued. This is accessible to all employees within the "Persons and Business" module and under "Global Subject Search." Employees involved in any incident report or crash shall also be included in the main name index.
- B. The main name index for citations shall be maintained in the DACRA system which streamlines, organizes and automates e-citations.
- C. The main name index shall serve as a cross reference to all documents in which a person has been named within the records management system.

82.3.2 AUTOMATED FILES

The records management system maintains automated files to include the following:

- A. Incidents by type of offense or report.
- B. Incidents by location.
- C. Stolen, found, recovered and evidentiary property which include serial numbers and entry of unique serial numbers, manual property files describing non-serialized stolen items or descriptive information on property with unknown serial numbers, and manual property files of recovered items, serialized and non-serialized.

82.3.3 TRAFFIC RECORDS

- A. The below traffic records are maintained within the records management system, accessible to personnel within the Incidents and Accident modules:
 - 1. Traffic crash data to include reports, investigations, and locations.
 - 2. Traffic enforcement data to include summons, arrests and locations.
- B. Traffic citations are maintained within the DACRA system which is accessible to personnel and managed by the department's Administrative Adjudication Office.
- C. Statistical information pertaining to DDACT (data driven approach to crime and traffic safety) zones is maintained by the Traffic Unit sergeant via the secured electronic folder accessible to detectives assigned to the Traffic Unit.
- D. The records management system makes the below traffic related reports available to personnel:
 - 1. Accident Injury by Accident Type Report
 - 2. Accident Injury by Intersection Report
 - 3. Accident Summary by Accident Type Report
 - 4. Accident Tally by Hour Day of Week (DOW) Report
 - 5. Accidents by Location Report
 - 6. Accidents by Officer Report
 - 7. Top Accident Intersections Report
- E. Personnel may request an analysis of traffic data through the department's crime analyst/statistician who will utilize data contained within the department's records management system to prepare the requested analysis.

82.3.4 CITATION RECORDS

Citations are maintained in the department's DACRA system and accessible to personnel who use this system during the performance of their job functions. Refer to Standard Operating Procedure 61.5 Citation Accountability.

82.3.5 OTHER FILES

- A. Command staff members have access to all files maintained in the department's records

management system which are described below:

1. Adult/juvenile investigations to include criminal arrest records and intelligence case files are maintained by officers assigned to the Major Investigations Division and Special Investigations Group. Juvenile files are categorized separately from adult files. These files are accessible by all personnel; however, based on the circumstances of each case, detectives may request permission through the Systems Technology Unit to limit accessibility to designated personnel.
2. Confidential source case files are maintained by officers assigned to the Major Investigations Division and Special Investigations Group with access being limited to the respective detective, sergeant and lieutenant. The security settings for these files are established through the Systems Technology Unit.
3. Personnel training records are maintained by the Training Division in conjunction with the Illinois Law Enforcement Training and Standards Board (ILETSB) with access being provided to employees via the records management system and the ILETSB officer portal.
4. The department maintains limited personnel records within each employee's secured personnel file. Accessibility to the content of this file is limited to the employee's chain of command.
 - a. A full personnel file is maintained by the city's Human Resources Department and located in the Human Resources Department. Employees may request access to the contents of their personnel file through the city's Human Resources Department.
5. The Emergency Communications Division maintains the Wants and Warrants module which provides the below listed reports which are accessible to all personnel. Refer to Section 82.3.8 for more information on warrant and wanted persons files.
 - a. Warrant Report
 - b. Warrant Statistics by Warrant Date
 - c. Warrant Status Summary
- B. Internal investigation files are secured in the Office of the Chief of Police. Employees may request access to the contents of their file through the Deputy Chief of Police.
- C. All documents submitted by employees that are scanned and uploaded to a police report are retained in the Records Division for a period of three years with access being limited to records clerks. Scanned documents pertaining to homicides and crash fatalities are retained indefinitely with access limited to records clerks and detectives.
- D. Release of any information from these files shall be in accordance with the Freedom of Information Act or pursuant to court order. Refer to Standard Operating Procedure 82.1 Records Administration for more information on Freedom of Information Requests.

82.3.6 CRIMINAL IDENTIFICATION NUMBERS

- A. All custodial arrests shall be assigned an identification number as issued by the State of Illinois.
- B. The arrest identification number shall be cross-referenced to the arrestee's name.
- C. In the event an arrested individual commits a felony or misdemeanor, an FBI number shall also be generated.

- D. 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.

82.3.7 FINGERPRINTS AND PHOTOGRAPHS REQUIRED

The list of offenses/circumstances requiring the fingerprinting and photographing of individuals coming into contact with employees is outlined in Standard Operating Procedure 82.1 Records Administration.

82.3.8 WARRANT AND WANTED PERSONS FILES

- A. The department shall maintain a hard copy file containing all original warrants issued by the Kane County Circuit Court for persons residing in and outside of Elgin. These files are maintained in the Emergency Communications Division with access limited to telecommunicators. However original warrants pertaining to failure to appear, and violation of pre-trial release dated prior to April 22, 2024, shall be forwarded to the Kane County Circuit Court and maintained as appropriate.
- B. All warrants shall be entered in LEADS and/or NCIC in accordance with the policies of said state and national information systems.
- C. Warrants received from other jurisdictions shall be served when possible by officers of the department. Refer to Standard Operating Procedure 74.1 Legal Process Documents.
- D. Upon receipt of an original warrant, the telecommunicator shall input information pertaining to the warrant into the department's records management system, specifically the Wants and Warrants module. The department's Warrant Log is located within this module and shall be accessible to all personnel on a 24-hour basis.
- E. Each arrest warrant within the hard copy file shall have a Warrant Control Card attached by the telecommunicator. Refer to Appendix A to view the Warrant Control Card. The card contains a label with the following information:
 - 1. Last, First Name and Middle Initial.
 - 2. Gender/Race/Date of Birth.
 - 3. The Offense.
 - 4. Police Report Number.
 - 5. LEADS Number.
 - 6. Warrant Number.
- F. When an individual is arrested pursuant to a warrant, it shall be the responsibility of the arresting officer to verify the validity of the warrant, and to positively ensure that the individual in custody is the same person named on the arrest warrant.
- G. Warrants originating from Elgin, once served, shall be promptly canceled in LEADS, NCIC and shall be removed from the department's records management system to ensure it is no longer visible on the department's Warrant Log. A copy of the LEADS cancellation notice shall be attached to the case report.

APPENDIX A: WARRANT CONTROL CARD

DOE, JOHN
M/W DOB: 01/31/1999
OFF: THEFT
WNO: 2024CM1805
OCA: 24-58907 LDS: W24K8071

OFFICER WILL SIGN THIS CARD AND
PLACE BADGE NUMBER ON IT
ONCE WARRANT IS SERVED

Entered into New World by:
050-76

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