


FORT SMITH POLICE DEPARTMENT

POLICIES AND PROCEDURES

SUBJECT	Records Management		
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APPROVED BY		CALEA STANDARDS	LE 1.2.5; LE 74.1.3; LE82.1.1; LE82.1.1; LE82.1.2; LE82.1.3; LE82.1.4; LE82.1.5; LE82.1.6; LE82.2.1; LE82.2.2; LE82.2.3; LE82.2.4; LE82.3.1; LE82.3.2; LE82.3.3; LE82.3.4; LE82.3.6; COM 6.7.1; COM 6.7.2; COM 6.7.3; ; COM 6.7.5; COM 6.7.6; ; COM 6.8.5; COM 6.8.6; COM 6.8.7

I. Purpose and Scope

- A. The purpose of this policy is to establish procedures for the management of official Fort Smith Police Department records and to define guidelines to ensure the confidentiality, access, and security of those records. This policy shall apply to all members of the police department.

II. Policy

- A. It shall be the policy of the Fort Smith Police Department to maintain a Central Records Section in order to help meet the informational, operational, and managerial needs of the department, and to place accountability for the records management function in a specialized component.

III. Procedures-Records Section

- A. All completed reports shall be submitted by the preparing officer or Information Desk personnel for review and approval by a supervisor. Once the reports have been reviewed and approved, the reviewing supervisor shall place the reports in the “originals” basket in the Central Records Section. Monday through Friday, a Central Records Clerk will make a copy of each report (unless law or policy prohibits its release) for inclusion in the news media file and the Prosecuting Attorney’s Office.
- B. To ensure efficiency of crime analytics, officers shall enter reports electronically from their desktop computer or their Mobile Data Terminal when possible. Completed reports shall be forwarded to their direct supervisor(s) or an on-duty supervisor for review of accuracy and completeness.

Page 1 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

- C. The FSPD's Incident Crime Information System (ICIS) records management system is password controlled and has the ability to lock certain types of records. The level of access to records in ICIS shall be controlled through individual access accounts.
- D. Data Entry personnel, assigned to Central Records, will make necessary corrections to submitted reports to ensure they are NIBRS compliant. On an as needed basis, Data Entry personnel will input information from all offense/incident/arrest reports into the appropriate computerized module in the FSPD's Incident Crime Information System (ICIS). This entry shall include information that pertains to the reporting party, the victim, suspect information, crime type, the location of the crime, property descriptions and codes, the name of the officer reporting the incident, and the descriptive narrative relating to each reported incident or arrest.
- E. In the FSPD ICIS Records Management System, supplement reports may only be entered by members of the department with update rights. A supplement report is added to the original report by accessing the original report in ICIS through the appropriate module utilizing the original call for service number.
- F. Accident reports shall be entered electronically using the Arkansas State Police's E-crash software and reviewed by a supervisor for accuracy and completeness. A Central Records Clerk shall upload accident reports to the department's website for public access and input information from traffic accident reports into ICIS. At a minimum, this information shall include the following:
 - 1. Date, time, and location of the accident;
 - 2. Involved parties' information (which shall include the names of both the drivers and the owners of the involved vehicles); and
 - 3. Insurance information for all vehicles involved.
- G. If an original handwritten copy of the report is filed, it shall be maintained in a secure manner in the Central Records Section.
- H. All hardcopy criminal and traffic accident-related records generated by the Fort Smith Police Department will be retained for at least three (3) years. Consistent with A.C.A. § 5-1-109 which outlines the statute of limitation for criminal offenses in Arkansas, the following exceptions to the three year retention period apply:
 - 1. All records pertaining to homicides will be retained permanently.
 - 2. All hardcopy records pertaining to rape shall be retained for a minimum of 15 years. If the case is cleared, all attachments and supporting documents shall be scanned into ICIS and the originals purged.
 - 3. All hardcopy felony, non-violent felonies and misdemeanor case files shall be retained 7 years. If the case is cleared, all attachments and supporting documents shall be scanned into ICIS and the originals purged.
- I. All electronic files in ICIS on the Fort Smith Police Department's computer network shall be maintained indefinitely. The only exception to this shall be juvenile records. Juvenile records shall be disposed in accordance with the procedure set forth in FSPD Policies and Procedures #1108.18 III.E.

Page 2 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

- J. The retention schedules for other types of records, such as documents involving maintenance, purchasing, inventory, professional standards, personnel, etc., are described in the respective policy or procedure and in the FSPD's Record Retention Schedule.

IV. Computer Network Procedures

- A. *To enhance network security, each user who has been authorized access to any Fort Smith Police Department computer network is required to update his or her password every 90 days.* Quarterly, the FSPD Information Technology Unit will review the names of all persons authorized access to the Fort Smith Police Department's computer networks. Any person who no longer is authorized access, for whatever reason, will have their name and password removed from the system to prohibit access, if this has not already occurred.
- B. The default Active Directory domain is set to automatically capture data regarding log-on failures that are created when a person unsuccessfully attempts to access the network system. The Information Technology Unit shall immediately report any unauthorized attempt to access the system from outside the department, or any detected violation of the FSPD's policies and procedures on computer usage, to the Professional Standards Unit.
- C. All public safety data maintained on the Fort Smith Police Department's network servers are automatically backed-up daily to the Disk-to-Disk backup system. For purposes of disaster recovery, daily, and weekly snapshots of data will be replicated across the Opti-MAN WAN connection offsite every hour. The replicated data will be located at the EOC Data Center located at 8400 Zero Street. The retention period for each server is determined by mission critical status. The retention period for select daily backups are set at a maximum of six (6) weeks, and 911 recordings will be retained for three years.
- D. Any digital media, such as hard drives, USB, tapes, etc., that contain data created by the Fort Smith Police Department and that is not intended to be recycled by the police department will be destroyed by the Information Technology Unit prior to its disposal. All media will be wiped with DoD 5220 standards which require three passes.
- E. The Information Technology Unit will be responsible for maintaining the security of the network and ensuring the administrative passwords are changed every 90 days. The Information Technology Unit will compile a list of passwords to all systems within the department to a printed list. The list will then be sealed in an envelope and submitted to the Non-Uniformed Bureau Commander. The Non-Uniformed Bureau Commander will in turn store the sealed envelope in a secure vault within the computer forensics lab for retrieval in the event of disaster recovery.

V. Records Procedures – General

- A. All calls for service, all officer-initiated calls, citizen's complaints that result in an officer being dispatched or a report prepared, and incidents involving an arrest are entered into the FSPD's Computer Aided Dispatch (CAD) system by Communications Unit personnel, and at that time are automatically assigned a *call for service (CFS)* number by the CAD system. This unique number specifically identifies that particular incident and is used to facilitate future tracking of that incident.
- B. All physical files related to offense/incident/arrest reports, traffic accidents, and traffic citations are securely stored within the Central Records Section. Access to the Central Records Section is controlled through access card entry doors. Records information is available to all personnel on a twenty-four hour basis by querying ICIS, Sebastian County's AS/400 System, or Sebastian County's Aegis Corrections software, depending on the type of information sought. If additional assistance is required after regular business hours,

Page 3 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

Communications Unit personnel may assist officers in the field with a query of either system or, if assistance is needed to access a physical file, an on-duty supervisor should be notified.

- C. A master name file is maintained in ICIS to provide a cross-reference to all of the documents in the system in which that person has been named. The master name file consists of the names of those persons identified as victims of an offense, complainants, suspects, arrested persons, persons issued traffic citations, persons issued traffic warning citations, field contacts, or witnesses. Persons in the system because of being involved in a traffic accident are listed in the master name file as “involved parties.”
- D. Certain information obtained from records maintained in ICIS is utilized by the Crime Analysis Unit to prepare timely reports based on crime types and/or crime locations. This information is then disseminated to appropriate operational units in order to provide a tool to prevent and suppress crime and to help apprehend criminal offenders.
- E. The Fort Smith Police Department’s Evidence Custodian maintains records of all found or recovered property, property deemed to have evidentiary value, property retained for safekeeping purposes, and property to be destroyed. The Evidence Custodian will enter certain descriptive information about the item of evidence into the FSPD’s TRAQ computer system to ensure that the property can be properly tracked and a valid chain of custody is maintained. ICIS also features a property module in which property is entered and tracked as damaged, evidence, found, impounded, lost, recovered, stolen, or other.
- F. Traffic Citations written by members of the Fort Smith Police Department shall be collected daily by a clerk and entered into the ICIS Records Management System under the Citations module. Traffic citations written by members of the Fort Smith Police Department are also routed to the Fort Smith District Court where court personnel enter them into Sebastian County’s AS/400 court computer system. Traffic enforcement data resulting from these citations and dispositions of those citations are available to members of the department by inquiring in the AS/400 system.
- G. Traffic Warning Citations written by members of the Fort Smith Police Department shall be collected daily by a clerk and entered into the ICIS Records Management System under the Citations module.
- H. The City of Fort Smith Street and Traffic Operations Department maintains records of roadway hazards, traffic collision data, traffic volume data, and traffic distribution reports. These records contain the locations of all traffic accidents related to specific intersections or segments of roadways. These records are made available to the Patrol Division Special Operations Commander or his/her designee for analysis and for the assignment of selective traffic enforcement activities.
- I. The Patrol Division Special Operations Commander or his/her designee, upon conducting traffic collision and enforcement analyses as required by FSPD Policy and Procedure #1107.01, shall maintain copies of these reports within the Patrol Division Traffic office.
- J. All non-issued traffic citation books utilized by members of the Fort Smith Police Department will be maintained in a locked storage area within the Central Records Section and will be distributed to officers by a Senior Central Records Clerk as needed. A Senior Records Clerk will have access to the storage area and will be responsible for ensuring an adequate supply of ticket books is maintained. Should it become necessary to order a new supply of traffic citation books, a Senior Central Records Clerk shall ensure that 1) the citation books are pre-numbered by the printer and 2) the printer provides a certificate stating the printing date, the numerical sequence of the printed citations and the printer’s name. This certificate shall be retained by the FSPD and made available for inspection.

Page 4 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

- K. All new traffic citation books will be issued following numerical order and only by the Chief of Police or his designee. An on-duty supervisor and/or Senior Central Records Clerk are authorized and designated by the Chief of Police to issue citation books. Any officer needing a new citation book must first sign for the book, indicating the date and ticket book number, in the logbook designated for this purpose and maintained in the Patrol Sergeant's office. Additionally, the issuing supervisor or Senior Central Records Clerk must co-sign the log verifying he or she witnessed the issuance.
- L. Central Records personnel are responsible for maintaining the citation books will retain the completed log sheets for three years or until all ticket books on the log sheet have been accounted for. At least annually, the Inspections Coordinator will audit the citation book storage area to ensure that all ticket books have been properly accounted for.
- M. On a daily basis, the white, yellow, and blue copies of all issued citations will be turned into the Fort Smith District Court Business Office. Business office personnel will then enter information from them into the AS/400 computer system. The clerk who is entering the citations removes the blue copies and returns them to the FSPD's Central Records Section. The blue copies are then filed in numerical order by a Central Records personnel and are made available for the issuing officer's later use in court, if needed. Officers retain the pink copy of issued citations until the entire book has been issued. Once the citation book has been completed, the pink copies must be immediately returned to the Central Records personnel where they are logged back into the Citation Logbook. Once these pink copies have been logged into the logbook by a Senior Central Records Clerk, the hard copies will be shredded. All copies of voided citations must be accounted for by attaching all copies to the hard copy in the uniform citation book. Each voided citation is logged and filed in the Central Records Section by Central Records personnel.
- N. The Fort Smith Police Department does not maintain active criminal history files listing conviction data for persons that it arrests. However, members of the department have access to this type of criminal history information through a connection with the Arkansas Crime Information Center's (ACIC's) computer system located in Little Rock, Arkansas. When ACIC personnel enter an individual into the system, he or she is assigned a specific and unique identifying number known as a *State Identification Number* or SID. Once a person has been assigned a SID, all subsequent arrests by any agency and conviction information by any court concerning that person is cross-referenced with the SID. Additionally, Fort Smith District Court assigns each person, upon his or her arrest, a unique *defendant number*. All subsequent arrests and information are entered by District Court personnel using the original defendant number. Access to this information has been authorized for members of the Fort Smith Police Department using the AS/400 computer system.
- O. The Fort Smith Police Department participates in National Incident Based Reporting System (NIBRS) by engaging in incident-based crime reporting. The Records Technician is responsible for ensuring that appropriate information is collected in accordance with procedures established by the U.S. Department of Justice National Incident-Based Reporting System Volume 1: Data Collection Guidelines, and that the monthly statistical data necessary to submit NIBRS reports is generated and submitted according to procedures established by the U.S. Department of Justice National Incident-Based Reporting System Volume 2: Data Submission Specifications.
- P. Because the Fort Smith Police Department does not create records involving court convictions, it does not release any type of conviction data. Inquiries as to conviction data will be referred to the appropriate court having jurisdiction. The only information released by the Fort Smith Police Department involves most offense reports and most *arrest data* only. *Access to criminal history records by members of the Fort Smith Police Department*

Page 5 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

shall be conducted in accordance with guidelines and regulations established by the Arkansas Crime Information Center (ACIC) and/or the National Crime Information Center (NCIC). The release of information by any member of the Fort Smith Police Department shall be in compliance with the Arkansas Freedom of Information Act.

- Q. Arkansas State law requires that a person arrested for any crime that constitutes a felony offense or Class A misdemeanor offense shall be photographed and fingerprinted. Fingerprints and photographs shall be obtained in the following manner:
1. Arrested persons are photographed and fingerprinted by Sebastian County Detention Center or other authorized detention facility intake deputies at the time of their booking. The Sebastian County Detention Center utilizes the State of Arkansas' Automated Fingerprint Identification System (AFIS) to collect the fingerprints of arrested persons. However, if the AFIS System is not functioning, arresting officers are to manually fingerprint each person they arrest.
 2. A set of fingerprints will be submitted to the Fort Smith Police Department's Central Records Section where they will be filed alphabetically.
 3. Intake deputies at the Sebastian County Detention Center or other authorized detention facility shall photograph all persons arrested at the time of booking. Digital photographs are maintained by the Detention Center in a computerized file. Detention Center personnel provide access to these photographs to members of the Fort Smith Police Department.
 4. Act 962, which took effect July 28, 2021, states immediately following an arrest for a Class A misdemeanor, a law enforcement official may take, or cause to be taken, the fingerprints and a photograph of the arrested person. When appropriate, supervisors with the Fort Smith Police Department may take fingerprints and a photograph(s) of an arrestee utilizing the Fulcrum Biometrics RealScan-G10 and a department owned digital camera.
 5. Fingerprints obtained utilizing the RealScan-G10 shall be processed and archived in the following manner:
 - a. An electronic copy of the fingerprints shall be saved to the main drive of the RealScan-G10's laptop computer with the file name as the Last and First name of the arrestee.
 - b. A set of the fingerprints shall be printed and submitted to the Fort Smith Police Department's Central Records Section.
 - c. Central Records personnel shall scan the fingerprint card(s) into the Mobile Booking Fingerprint Cards folder located on the Public Drive.
 - d. Each week, Central Records personnel shall mail the original fingerprint card(s) to the Arkansas State Police Administrative Division and to the attention of the AFIS Division.
 - e. According to A.C.A. 14-2-204, closed municipal police case files for Class A misdemeanor offenses shall be maintained for seven (7) years after closure of the case file.

Page 6 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

f. For further and additional details, see Operational Memorandum 21-04.

- R. The Fort Smith Police Department uses the Arkansas Crime Information Center (ACIC) and the National Crime Information Center (NCIC) which have computerized Wanted Person Files. Entries into these systems must comply with the rules and regulations set forth by ACIC and NCIC. The Wanted Person files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Sebastian County Sheriff's Department personnel enter all warrants originating from Fort Smith Police Department investigations into either (or both) of these systems and maintain a file for each warrant issued.
- S. The Fort Smith Police Department no longer retains warrants received from other jurisdictions. When information is received from another agency pertaining to serving their warrant, service will be attempted at that time and results communicated to that agency.
- T. The investigating officer shall be responsible for ensuring that cancellation for a wanted person has been completed whenever appropriate. All steps taken by the investigating officer to cancel the warrant will be documented in the arrest report or supplementary report.
- U. The Fort Smith Police Department Communications Center receives fire and first responder calls and dispatches for the Fort Smith Fire Department. Information related to fire department calls is electronically stored in our CAD System, transferred to the fire department's version of a CAD System called the Emergency Management Based Reporting System (EMBRs), and subsequently into the fire department's FIREHOUSE Records Management System.
- V. The Fort Smith Fire Department units have access to data related to their calls through their records management system. If any portion of this system fails, the fire department units must contact the Communications Center by telephone for the data. If a response time does not fall within established parameters, fire department units will contact the Communications Center Supervisor via email requesting accurate run times. The Communications Center Supervisor will then listen to the actual radio traffic to obtain the actual times and respond to this email request with the accurate times.

VI. Operational Component Records

- A. The Central Records Section will be the repository for original copies of all offense reports, incident reports, arrest reports, traffic citations (blue and pink copies), and related crime reports. The record retention period for these records will be consistent with Section III.E of this policy.
- B. The Narcotics Unit Supervisor will maintain secured files pertaining to criminal intelligence and confidential informants. Storage procedures and record retention issues are to be consistent with the Fort Smith Police Department's policy #1102.13 entitled "Use of Confidential Informants".
- C. Criminal investigators are permitted to maintain working copies of cases that they have been assigned. Original offense reports, statements, rights forms, etc., will be forwarded to the Central Records Section for filing.
- D. The City's Human Resources department will maintain personnel records for members of the Fort Smith Police Department.

Page 7 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17

- E. The Office of Professional Standards will maintain records of internal investigations and disciplinary matters for members of the Fort Smith Police Department. The retention period for these records will be consistent with the Fort Smith Police Department's policy #1104.03 entitled "Professional Standards".
- F. The Training Coordinator will maintain all training records for members of the Fort Smith Police Department. Training records shall be maintained throughout the length of time the member serves with the department.
- G. The Patrol Special Operations Sergeant or his/her designee shall maintain records pertaining to the enforcement of the City of Fort Smith's false alarm ordinance. Records pertaining to the FSPD's alarm response shall be retained for the current year, plus the next year.
- H. The Fort Smith Police Department's Fleet Manager will keep maintenance records for all vehicles assigned to the department for the period in which the vehicle is in use by the department.

VII. Access to Records

The Central Records Section is kept secure with proximity card access which shall be monitored through a software system maintained by the Administrative Support Technician. Any outside persons entering the Records Section must be escorted at all times. Employees should only enter the Records Section of the police department on an as-needed basis.

Page 8 of 8	Effective Date: April 15, 2002
Subject: Records Management	Number: 1108.17