

City of Johns Creek Police Department

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PURPOSE:

Establish the Central Records Section; delineate responsibilities for receipt of all incident reports, jail records and filing such information collected by the Department in the performance of its function as a law enforcement agency; delineate component record keeping responsibilities; establish procedures governing separation of certain files, creating an arrestee identification numbering system and filing of same, and regulating the dissemination of certain information and to whom.

POLICY (03-07):

It shall be the responsibility of the Central records Division to receive, collate, file and archive any and all information, data, and files reported to and received by this agency and submitted into record. The Records Division shall create such files and filing systems as necessary to store and archive those records submitted in accordance with all applicable state and federal laws, rules and regulations of the Georgia Crime Information Center, the National Crime Information Center, local ordinances, and all applicable departmental rules and regulations. Omissions of rules or procedures in this policy that are covered by other laws or regulations shall not be construed as to absolve the requirement or obligation of the Department or its personnel to abide by the said laws, rules or regulations.

All reports generated by the Department shall be forwarded to the records section for filing; this shall normally be accomplished via the electronic Records Management System. (See also Written Reports, Initiating)

Scope:

This policy is applicable to all officers and employees of the Department.

PROCEDURES:**Central Records Responsibilities (03-07-01)**

The records section shall create and maintain a filing system that receives stores and maintains those files generated by the Department. The system should distinguish between those files reporting incidents, arrestee files, administration files and juvenile files. The system should have a unique sequential numbering system that is assigned to each file, event and/or person and have a cross referencing system that identifies those files by the assigned numbers and by the name of the person(s) involved, type of incident, incident location, and property types when applicable. The property files should be identified by categories of stolen, recovered, found, and evidentiary and referenced by type, make, model, description and serial numbers and values.

This system of cross referencing shall be classified as a master index whereby each person entered into the computer system by name and event shall be accessed by cross referencing to all documents wherein the person is named. This criterion is subject to any legal requirements or restriction, but may include names of victims, complainants, named suspects, persons arrested, and possibly witnesses. In order to account for the status of reports, to include the complaint control recording and field reporting systems, the records unit will review all reports entered into the system prior to submitting uniform crime data or department of transportation reports to the respective state agencies. This will ensure all case reporting and the status of reports is verified and corrected prior to submission to outside entities.

The records section is accountable for the receipt of submitted reports and files and for the proper distribution and dissemination of those records.

Centralized Records Repository (03-07-02)

It is the policy of this Department that all records received by this Department shall be filed, stored, destroyed and/or archived in accordance with the published Common Records Retention Schedules for use by County and Municipal Governments, distributed by the State of Georgia Secretary of State, in the records section in accordance with the filing procedures stated previously. Further, it shall be policy to maintain a centralized record system within the department to eliminate duplication and increase efficiency. All hard copy reports shall be retained and that information shall be entered into the Department's computer system by established criteria. Those records not maintained by the Central records section shall only be at the discretion of the Chief of Police.

A. Incident, Miscellaneous and CAD Reports:

A CAD report shall be created for each call for service responded to by this Department, this includes officer initiated calls. An Incident Report shall be written on all crimes reported by citizens and criminal cases initiated by an officer. When an officer is assigned or dispatched to a non-criminal case/incident the officer shall determine if the incident requires an incident report, miscellaneous report or CAD report. An Incident Report will be completed for all incidents which result in an arrest or whenever an officer uses his/her discretion and release an offender on a copy of charges, in lieu of incarceration. The reporting officer shall document the case number from the incident report on the citation.

B. Arrestee Files:

All persons arrested by the City of Johns Creek Police Department and incarcerated in the Fulton County Jail shall have a file created at the time of booking. An arrest booking form shall be completed in its entirety. The form shall provide those identifiers of the arrested person whereby sufficient identification is determined. All blocked portions of the form shall be completed by the jail officer. Fingerprints of arrestee will be obtained on all persons arrested except in those instances where Georgia Crime Information Center (G.C.I.C.) has determined it not necessary on lesser crimes or prohibited by law (i.e. juveniles). Photographs of arrestee shall follow the same criteria as those fingerprinted. Fulton Sheriff's Office will enter fingerprints in the Automated Fingerprinting Index System (AFIS)/LIVESCAN and use Johns Creek Police Department's ORI to document offenders in the system. A medical screening of all persons incarcerated and unable to immediately post bond shall be completed, by the Fulton County Jail. Property inventories, booking checklist, hold forms, etc. shall be completed by jail personnel and included in the file.

Once the individual posts bond for city charges, the Records Unit shall receive the file from the jail. Records personnel shall review the file for content and accuracy, and assign a sequential offender identification number if the arrestee has no prior record with the Department. If the offender has previously been arrested by the department the offender's file should be included in the file with his/her previously assigned unique identification arrest number. The file is then processed for permanent record status.

Citations and fingerprint cards are separated and forwarded to the appropriate agency or court, when applicable.

C. Citations:

Citations are those departmental forms generated by officers for violations of crimes where the offender is incarcerated; a written incident report shall also be completed for these events. Citations are also generated by officers for violations of crimes where the offender is released on a copy of

charges and not incarcerated. Citations are received by the records section and processed for permanent record keeping. All citations are filed by the pre-printed sequential number. Records personnel issue paper citations to officers. A record of the issuance of the citation books to the individual officers and the date the citations were issued will be maintained by the records unit. The records management system automatically issues the citation to the officer and digitally files the electronic citations based on the sequential number issued. Hard copies of electronic citations are filed by the pre-printed sequential number and distributed to the appropriate judicial entity.

A chronological record of the issuance of the citations to the offenders, non-issued citations and/or voided citations will be retained and accounted for by the Records Division. Paper citations will be stored in records, which is a secure area with limited access to department employees. Electronic citations are securely stored in the records management system with limited access to department employees based on the employees' rights and access to the system. Any voided, damaged, or otherwise unused traffic citations will be marked with the officer's name and badge number and forwarded to the Records Unit. When citations are voided, all copies must be retrieved and turned into the Records Unit. An incident report will be completed on all stolen traffic citation books. All citation books and individual citations must be accounted for; therefore the Records Unit will conduct a monthly audit of both electronic and paper citations. The audit will compare the records of issued citations, both paper and electronic, with the citations received and processed by the records unit. These audits, which will document any missing citations, will be included in the monthly statistics distributed to Chief of Police and supervisory personnel.

All court dispositions are maintained by the Johns Creek Municipal Court or State Court.

D. Accident Reports:

Accident reports are generated by officers to document accidents that occur in the City. These reports are forwarded to Records Division and processed for permanent record status. Copies provided upon request to citizens involved in the report. Copies are also made for distribution and dissemination as follows. One copy each is available or sent to:

1. Courts
2. Georgia Department of Transportation

E. Administrative Files:

Included in these files are those miscellaneous reports submitted by the various functions of the Department that are not included in the other categories.

1. Vehicle Impound Sheets
2. Citation log
3. Miscellaneous Reports

F. Supplemental Reports:

Supplemental reports are received on occasion after the original report is approved or submitted. These reports should have the same case number as the original report and should be filed accordingly. The same shall apply with continuation reports.

Juvenile Records (03-07-03)

Juvenile records are received into records from the various functions of the Department. All juveniles' records are maintained in a separate and secure location from all other records within Central records. The records management system electronically distinguishes juvenile records based on the DOB entered into the system. Records are kept by name, alphabetically.

1. Runaway juvenile reports are filed and distributed to the investigative division via RMS.
2. Juvenile complaint forms are received and logged into records. Records copies the file for permanent record and forwards the original complaint form and copy of incident report to the Fulton County North Annex Juvenile Court for prosecution.

All photos and fingerprints of juveniles will be conducted in accordance with O.C.G.A. If it is necessary for photographs and/or fingerprints to be taken; when the investigation/comparison is complete the photographs and/or fingerprints can be returned to the Records Division. A log kept in the juvenile file cabinet must be maintained that contains the name of juvenile, date of completion, date received after completion, date destroyed, who destroyed the material. The destruction must be witnessed.

All juvenile records will be maintained in the juvenile file cabinet. If the person is arrested on or after the age of 17, the booking arrest forms will be kept in the adult records vault separately from the juvenile's files. The State of Georgia currently does not have a retention schedule for juvenile records once they reach adult age; therefore the Johns Creek Police Department will maintain these records indefinitely; or until ordered by a court to restrict or seal the record.

If the Records Division receives notification from Juvenile Court that juvenile record(s) should be sealed or restricted, the Records Division must contact Juvenile Court. Once the hearing to determine if the record is to be sealed or restricted is complete, the Johns Creek Police Department Records Division will receive confirmation to seal or restrict the juvenile record(s). After receiving the confirmation letter, the record(s) will be pulled and the word "SEALED" will be written on the front of the file and returned to the juvenile file cabinet. The information contained therein is no longer available for dissemination to anyone unless on a specific order by the Courts.

Juvenile records in the records management system are distinguished by the word JUVENILE to distinguish juvenile records from adult records. Juvenile citations are also distinguished by their location in the Records Division and are maintained separately. If sealed, each juvenile name will be replaced with a unique number assigned by the records management system.

Access to Records (03-07-04)

Only authorized and designated personnel shall be allowed entry into the Department's Central Records area. If any unauthorized personnel request record information, the authorized person granting admission to the record section shall remain in attendance until such research is complete. Under no circumstances, will any unauthorized person be left unattended in the records section. Unless exigent circumstances dictate otherwise, research should be conducted during normal business hours with the assistance of records personnel. In the event that an employee requires after-hours access to records that are secure within the Records Section, the employee should contact the Records Manager, who will arrange for personnel to respond to the Police Department.

Certain records are maintained with higher levels of security. If access to those records is necessary, (i.e. juvenile, criminal histories, etc.) the Administrative Lieutenant or the Records Manager shall be notified. The records personnel shall personally provide the necessary records, make the needed copies, and will remain in attendance and re-secure the records. Access to those records maintained in the Records Management System (RMS) is controlled by the System Administrator; each employee is given access to documents based on their current function and area of responsibility. The System Administrator will periodically review employee privileges and access to files maintained on RMS to ensure security and to control access to agency records. CID may also "seal" records for investigative purposes and controlling access to those records. All employees are able to access records maintained in RMS, in accordance with their authorization, at any time.

Copies made from original documentation and release to authorized personnel must be logged in and out with a description of the material and/or contents being checked out. The Open Record's log shall denote the employee, date, time, purpose/destination, and the record section employee's initials designating approval.

Under no circumstances will any original documents, personnel files or reports be removed or retrieved from the secured area of the Police Department's Record's Section without the Supervisor's expressed, written approval or the appropriate logs are completed.

Distribution and Dissemination of Records (03-07-05)

A. Public Records Dissemination

Dissemination of departmental records to the public shall be in accordance with all applicable state (as governed by “Open Records Act, O.C.G.A 50-18-70. 71, 72, 73, 74), HB 397 and federal laws, ordinances, and G.C.I.C./N.C.I.C. rules and regulations. This shall also be in keeping with our duty to inform the public whom we serve and in fairness of serving the interests of achieving justice.

Therefore, it is policy of this Department that the public or news media shall, upon specific request, have access to those records that are commonly declared to be public record. Those shall include, but may not be limited to, original offense/incident reports continuation reports, and accident reports.

Those records that are not subject to the public records laws are, except where noted by law:

1. Juvenile Information (reports, complaints, arrest files, or arrest histories.), except where noted by law.
2. Investigative notes of current, active or ongoing investigations unless consent or approval is given by the assigned case officer.
3. Criminal histories derived from the GCIC/NCIC terminals except in keeping with GCIC/NCIC regulations. Certain terminal information is available to the public under specific purpose codes and with a signed consent form. Certain histories are also available in background checks with a letter stating the reason and addressed to the Chief of Police.
4. Arrest file information such as photographs, fingerprint cards, arrest/booking form for privileged information, i.e. confidential informants.
5. Victim and witness information pertaining to Family Violence and Stalking Cases, except where noted by law.
6. Victims of Sexual Assaults.

B. Distribution of Records:

It shall be the policy of the Department that records of activities shall be distributed to the pertinent operational divisions to facilitate investigations, personnel allocations and organizational objectives. Distribution, in many cases, is conducted electronically through the RMS. This shall be accomplished with designated components or units of the Department, or other agencies when applicable, receiving copies of those reports of activities or events that require additional investigation or activity. Once the case has been solved, or resolved by exceptional or unfounded clearance, the case shall be expediently forwarded to the records section for permanent filing.

1. Incident reports shall be forwarded to the appropriate person or appropriate unit for any follow-up investigations. This will usually be the Criminal Investigative Division.

2. Accident reports shall be forwarded to the appropriate unit for compilation of data files that facilitate enforcement and management strategies. Additionally, hit and run accidents are furnished to the Traffic Unit Supervisor for assignment to an investigator for follow-up investigation.
3. Copies of pertinent reports, witness statements and information that are applicable to other police, courts, or other law enforcement agencies shall be forwarded to the respective agency.
4. Access to most non-classified records shall be available to the officers, members, and employees of the Department by way of the Records Management System. Access will be designated by the System Administrator and based on the functions and responsibilities of employee.

C. Warrants

The assigned departmental component shall be the central collection point and keeper of all open/active warrant records for the Department. A permanent record shall be maintained on all warrants processed by and for the Johns Creek Police Department. The record should denote receipt of the warrant and ultimate resulting status (served, recalled, etc.).

Information contained on the filed warrant shall be sufficient in that identification may be made of the individual sought. This information shall be incorporated into the computerized system maintained by the Johns Creek Police Records. Copies of served warrants shall be filed with the Johns Creek Police Department Records and shall be retained in accordance with records retention schedules and JCPD Records Management System. The originally issued warrant will be forwarded to the courts for prosecution upon arrest.

The active warrant file containing the signed copies of original warrants from the Judge is maintained and stored in the work area in designated file cabinets. The original warrant file is accessible 24/7 to authorized personnel. Direct access to the warrant files is restricted to authorized personnel only and is controlled by a security system. Copies of active warrants are furnished to pertinent officers to be used as working copies. (However, search requests and accessibility are available to all personnel at all times either in person or by radio.) These copies are not valid for service of a warrant and copies **cannot** be utilized for the purpose of arrest and booking. When a warrant is served, the arresting officer must retrieve the original warrant from the warrant file for the purpose of booking and service of the warrant. The original warrant shall be attached to the defendant's case file throughout the court process.

The Johns Creek Police Department Records Unit will maintain and retain a permanent record of the transaction. Computer data should be sufficiently entered where cross-referenced data searches may be made in any system inquiry. Minimum information to be logged is as follows:

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|---|--------------------------------|
| a. Defendants name; | d. Date warrant issued; |
| b. Warrant number (computer assigned); | e. Date warrant posted; and |
| c. Charge and/or code section violated; | f. Issuing Judge and/or Court. |

All newly issued criminal warrants for persons, including those for Bad Checks, should have a previously filed case or incident report that supports the warrant and warrant files. The warrant(s) should have the same case data that corresponds with the case or incident reports maintained in the Central Records Division.

The warrant file is checked monthly by the GCIC Terminal Agency Coordinator (TAC), any discrepancies are researched, validity verified, and a determination is made of the status of the warrants (recalled or continued to remain active). The monthly verification shall be included in the Support Services Monthly Statistical report.

Reporting Requirements (03-07-06)

It shall be the policy of the Department that administrative reports are to be compiled and distributed to the pertinent personnel and organizational components. These are to facilitate manpower requirements and allocations, managerial strategies, and budget planning. At the end of each month and annually, a report will be submitted to those components and to the Chief of Police encompassing the Department's activities and other pertinent dates to aide in determining resource needs. The report should reflect current and year to date totals, and when applicable, comparisons to previous years. Other reports, or aspects of this report, may be compiled and submitted by other units, components, or divisions within the Department.

National Incident-Based Reporting System (NIBRS)(03-07-07)

The Department will participate in the National Incident-Based Reporting System (NIBRS). Records Unit will submit to GCIC/GBI each month all information that is tabulated from crimes reported and crimes solved. The criteria for reporting is established by the Georgia Bureau of Investigation and Federal Bureau of Investigation and published for participating agencies.

Inclusive, is the specifics of property types of stolen and recovered and their values and where recovery was made. Additionally, crimes cleared shall have clearance codes that include, unfounded, exceptional or by arrest.

Reports are categorized by Part I and Part II crimes.

Part I crimes include:

- | | |
|------------|-----------------------|
| 1. Murder | 4. Aggravated Assault |
| 2. Rape | 5. Burglary |
| 3. Robbery | 6. Larceny |

7. Motor Vehicle Theft

8. Arson

Some examples of Part II crimes may include:

1. Assault and Battery
2. Family violence
3. Disorderly intoxication

Crime Analysis (03-07-08)

- A. It shall be the responsibility of the Criminal Intelligence Unit to perform the Department's basic crime analysis function. This person shall be responsible for the following:
 1. Collection of crime data;
 2. Collation of crime data;
 3. Analysis of crime data;
 4. Dissemination of analyzed crime information; and
 5. Feedback analysis and program evaluation, as needed.
- B. The crime analysis function shall process and examine data in an effort to identify and interpret activity so that strategies may be developed to direct law enforcement service activities, relate individual suspects and vehicles to crimes and support staff functions and deployment. Information may also be disseminated through our social media outlets, if applicable.
- C. The function shall utilize, but not be limited to the following sources of information;
 1. Offense reports;
 2. Supplemental reports;
 3. Arrest affidavits;
 4. Field Interviews;
 5. Records Management Systems;
 6. CAD Reports;

7. Intelligence reports;
 8. Other agencies.
- D. The function shall identify similarities among different offenses and reveal commonalities and patterns in the characteristics of current crime problems.
 - E. The function should aid in the comparison of specific crimes to those committed by subjects in custody.
 - F. The Chief of Police shall be briefed when crime patterns or trends are identified and shall also be briefed at monthly staff meetings.
 - G. Crime Analysis Reports: Crime analysis reports shall be used to develop operational tactics, crime suppression strategies and specialized deployment. They shall also be utilized to determine developing crime patterns or trends. The crime analysis function shall forward all reports to department personnel and make available on the P Drive. Crime analysis reports may include the following information:
 1. Frequency of the Crime by Type:

How often is the occurrence of the crime; is there a usual time frame whereby we may conclude or infer a point of reference; is there a particular day, or date; or is this strictly a crime of chance and opportunity, etc?
 2. Geographic Factors:

Is this crime occurring within certain geographic boundaries; is this due to what appears to be the wealth of the neighborhood; is this due to the noticeable absence of residents due to work necessities; is the neighborhood being canvassed by door to door sales people; is the geographic boundary due to youth and immobility of the offender, etc.?
 3. Temporal Factors:

Is this and other related crimes occurring during a specific window of opportunity; is the time of day, or night, consistent with other crimes; is time of occurrence a critical factor and not necessarily geography or demographics, weapons, alarms, etc.
 4. Victim and Target Descriptors:

Are the demographics of the victims similar; is there a common denominator in the description of the homes, the victims themselves, do they know each other and may possibly know a potential suspect, etc.?

5. Suspects Descriptors:

Is there common reports of suspicious vehicle or persons; are there minor variations in these descriptions; is there a field interview contact by other officers, or another agency, that have common denominators; is there a computer check of a license (driver's or tag) during the time frame of the crime; is there a record of an officer in the area on the radio log, etc.?

6. Modus Operandi Factors:

Is there a common element in the commission of the crime; is there something that is consistently reported, something seen, something left behind, is there a consistency in the items taken, things said; is there a particular method of or point of entry, etc.?

7. Physical Evidence Information:

What evidence was retrieved from the scenes, or was not? Are there fingerprints or other items available? Is there evidence that supports any of the above data?

H. Documentation of Effectiveness and Utilization

1. Periodically an impact assessment shall be conducted to determine the following:
 - a. Determine if goals and specific objectives were met
 - b. Identify new strategies and augmentation of crime analysis plan(s)
 - c. Ensure ongoing assessment to ensure continued effectiveness
 - d. Evaluate if agency's actions has had an impact on the targeted crime trend.
2. The crime analysis unit shall periodically solicit and request information or feedback on the usefulness, timeliness and overall effectiveness of crime analysis products and services.

82.1.1

15.3.1

45.1.1