

Records

802.1 PURPOSE AND SCOPE

The Support Services Supervisor shall maintain the Office Records Division Procedures Manual on a current basis to reflect the procedures being followed within the Records Division. Policies and procedures that apply to all employees of this office are contained in this chapter.

802.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Division by Records Division personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 000001 starting at midnight on the first day of January of each year. As an example, case number 09-000001 would be the first new case beginning January 1, 2009. An alphabetical designator may also be used as an agency identifier and may be placed before the numeric for quick identification. As an example the letter "K" is currently used to designate KCSO from other user agencies as in K09-000001.

802.1.2 UNIFORM CRIME REPORTING

The Kitsap County Sheriff's Office participates in the Uniform Crime Reporting Program (UCR) and/or the National Incident Based Reporting System (NIBRS). The Support Services Supervisor is responsible for ensuring that UCR/NIBRS reports are provided to the Washington Association of Sheriffs and Police Chiefs (WASPC) on a regular basis.

802.2 FILE ACCESS AND SECURITY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained in a secure area within the Records Division accessible only to authorized Records Division personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Shift Sergeant.

Kitsap County Sheriff's Office employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with office policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

802.2.1 REQUESTING ORIGINAL REPORTS

Generally, completed original reports shall not be removed from the Records Division. All original reports removed from the Records Division shall be replaced by a colored placeholder in the file cabinet from which the report came from, identifying the requester which shall also include the date and time of removal

802.2.2 RECORDS CONCERNING JUVENILES

The Support Services Supervisor shall be responsible for ensuring that the following files, when maintained in records, that involve juveniles, are distinguishable from adult files:

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- Photos
- Fingerprints
- Booking information
- Any report in which a juvenile is named as a suspect in a crime.

Upon receiving notification from the Office of the Governor that a specific juvenile has received a full and unconditional pardon, the Support Services Supervisor shall ensure that all records pertaining to that juvenile are destroyed within 90 days (RCW 13.50.270).

802.3 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

ACCESS is a computer-controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and the Washington Crime Information Center (WACIC). There are specific requirements for agencies accessing the information in the group of computer systems in ACCESS.

802.3.1 ACCESS USE REQUIREMENTS

No member of the Kitsap County Sheriff's Office shall operate any of the ACCESS systems without first complying with the training requirements as listed in the on pages 24-25 of Chapter 1 of the Access Manual. [See attachment: access docs operations manual 01 intro02.pdf](#)

802.3.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Kitsap County Sheriff's Office complies with all of the following ACCESS requirements listed on pages 4-8 of Chapter 33 of the Access Manual. [See attachment: access docs operations manual 33 wanted person 02.pdf](#):

- Warrant Entry
- Receiving information from outside agencies
- Recording information
- Verifying information
- Cancelling information
- Providing 24 hour access to agency warrants

It is the responsibility of the Terminal Agency Coordinator (TAC) to ensure that all ACCESS computer and network security requirements are in place and operational. [See attachment: access docs operations manual 01 intro02.pdf](#)

802.4 OFFICER SAFETY ADVISORIES

A Violent Person File (VPF) database is maintained by the National Crime Information Center (NCIC) and is intended to provide protection to police, corrections, or other criminal justice officers.

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Individuals who represent a potential threat to deputies may be entered into the WACIC when they have previously exhibited assaultive or threatening behavior during contacts by law enforcement.

To qualify for entry, one or more of the following conditions must be met (WACIC Manual Chapter 29.01 II, A):

- (a) The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest or any such statute that involves violence against law enforcement.
- (b) The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.
- (c) The offender has been convicted of a violent offense against a person where a firearm or weapon was used.
- (d) A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed his/her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Deputies who encounter a person who they believe is a threat to officer safety should submit a report detailing the circumstances of the contact and nature of the threat for entry as an Officer Safety Advisory.

All Officer Safety Advisories are subject to approval by the Sheriff or his/her designee.

Once approved, the Records Division is responsible for making the appropriate entry into the WACIC.

Whenever an Officer Safety Advisory is initiated by the Kitsap County Sheriff's Office, it is the responsibility of the Support Services Supervisor to ensure that a copy of the supporting documentation and the authorized statement signed by the Sheriff are maintained in a separate file. Supporting documentation may include the crime report, officer's supplemental report, mental health report or other similar documentation.

802.5 COURT ORDERS

The Support Services Supervisor shall see that no-contact orders received from the court are entered into the WACIC or other applicable criminal intelligence information system for one year or until the expiration date specified on the order. Upon receipt of notice that an order has been terminated, the Support Services Supervisor shall see that the order is removed from the applicable system (RCW 9A.40.102; RCW 9A.40.104; RCW 9A.40.106).

The Support Services Supervisor should ensure that court orders for the surrender and prohibition of weapons and the revocation of any concealed pistol license are immediately entered into the appropriate databases (RCW 9.41.800).