

Narragansett Police Department

40 Caswell Street, Narragansett, RI 02882

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Policy 410.01

Records

01 Purpose

The purpose of this policy is to address the Administration Field Reporting and record activities of the Narragansett Police Department and assign responsibility for report review, report control, records maintenance and records storage according to applicable law.

02 Policy

It is the policy of the Narragansett Police Department to recognize that the central records function is important to the effective delivery of law enforcement services. The records room will act as the central repository for all original copies of incident, traffic, and arrest reports and any other official reports.

03 Procedures

A. Security and Privacy

1. Adult criminal records will be housed in the records room. The Records Room will be locked when unattended.
2. All juvenile arrest reports, release forms, etc., are securely stored in a locked file cabinet within the juvenile detective's office.
3. Juvenile records entered into the computer filing system are coded as such to prevent accidental release of information.
4. The collection, dissemination and retention of fingerprints, photographs and other forms of identification pertaining to juveniles will be the responsibility of the juvenile detective.
5. Juvenile identification records are stored separate from adults. **Juvenile status** offenders will not be processed. See policy [350.01 Juvenile Operations](#).
6. Disposition of juvenile records after reaching adult age and expungement when ordered by the court will be conducted in accordance with state law.

B. Records Storage

1. All records, (other than juvenile), are stored in the records room where only authorized personnel have access. The following personnel will have access to keys for the Records Room:
 - a. Chief and both Captains
 - b. Records Clerk
 - c. Administrative Assistant to the Chief
 - d. Patrol O.I.C.
 - e. Detective Unit
 - f. Court Officer
2. An “out-guide” must be completed before any records are removed from the room.
3. Records that are returned will be placed in the “returned records bin” to be filed.
4. Release of records will be done in accordance with policy 520.01 Release of Police Information and Media Relations Policy.
5. Central records information is always accessible, a key will be available to the on-duty (O.I.C.) and the Detective Division.

C. Computer Access and Security

1. Police department personnel can access computer records information only through the use of an assigned password. Records information may only be released in accordance with department policy.
2. The systems manager will conduct an annual audit of the central records computer system for verification of all passwords, access authorization and security systems.
3. The systems manager will back up the system at least one time per week. Back-up media will be stored in a secure off-site area.
4. To prevent the accidental introduction of a computer virus into the records system the disk drives of the majority of the department’s workstations have been disabled.
5. Employees with terminals with active disk drives and/or internet access will have anti-virus software installed and receive training in scanning disks by the systems manager.
6. No software will be installed in to the system without the authorization of the systems manager.
7. The department normally will not routinely monitor employee’s e-mail or any other electronic documents, however, when such information is stored on the department’s systems, authorized employees may have the occasion to review and disclose the contents of such files for reasons including, but not limited to, system maintenance, quality control, or enforcement of other department policies.

D. Records Retention

1. Retention of all records is governed by state law and guidelines outlined by the Rhode [Secretary of State in the General Records Schedule.](#)

E. Report Review

1. The officer-in-charge or their supervisory designee will review all reports of officers working during their shift.
2. All reports are to be completed by officers at the end of their work shift (minor incidents may be completed the following shift at the discretion of the O.I.C.), and are to be reviewed by a first-line supervisor.
3. Reports will be reviewed for, but not be limited, to the following:
 - a. accuracy
 - b. clearness
 - c. spelling and punctuation
 - d. names of involved parties
 - e. completeness
 - f. IMC system errors
4. Reviewing supervisors should insure that arrest reports include an articulation of probable cause and all elements of the crime.
5. Reviewing supervisors will document their review of each report by approving them in the IMC system.
6. Once approved, the reviewing officer will forward the report using the “Case Activity” feature of the IMC system. Reports can be forwarded to the following locations:
 - a. System’s final review officer. (report is complete, no errors, no need for follow-up) Use “PATROL "mailbox.
 - b. Detectives: reports needing follow-up by the detective division. (All open-case crimes)Use “DETECTIVE “mailbox.
 - c. Juvenile: All reports needing follow-up by the juvenile detective. (All open case crimes)Use “JUVENILE "mailbox.
 - d. All accidents must go to the Patrol Supervisor Use “TRAFFIC "mailbox.
7. The final review officer will review the reports, send incorrect reports back to the supervisor, or submit the report to the database.
8. At least once a month the systems manager will conduct a computerized audit to identify errors or omissions in reports.

9. Reports with errors will be forwarded to the respective O.I.C. who will ensure that the reports are corrected by the officer.

F. Field Reporting and Management

1. Case reports will be required when:
 - a. Crime has occurred or investigation of a possible crime
 - b. Forced entry has been made by any government agency (i.e. Fire Department)
 - c. Fires, when there is suspicion of a crime, personal injury or government property
 - d. Sudden death
 - e. Lodging of persons for other agency(A/B)
 - f. Animal complaints handled by officers when Animal Control is unavailable
 - g. Abandoned vehicle that is not traceable and/or is towed into custody
 - h. Found property not traced to a previous case
 - i. Detention of a suspicious person (no charges)
 - j. Arrest of a person on bench (capias) warrant or another agency's warrant
 - k. Case reports are not required in other events in general; however, a field supervisor may direct that one be done
 - l. Towed motor vehicles
2. An official record will be made of actions taken by law enforcement personnel whether in response to a request for service or self-initiated activity.
3. Original case reports are to be submitted to a shift Supervisor for review and then forwarded to the Detectives Division for processing and distribution. All inactive case reports will be sent to the records room.
4. Follow-up reports should be included in the original file within ten (10) days.
5. Field reporting forms include:
 - a. Case Report
 - b. Traffic Accident Report
 - c. Arrest and Booking Report
 - d. Victim/Witness Statement
 - e. Larceny Report
 - f. Field Interview Report
 - g. Supplemental Report
6. All relevant fields of the IMC computer generated reports should be filled out as completely as possible.
7. Every incident that comes within the following categories will be recorded in the CAD system:
 - a. Citizen reports of crimes

- b. Citizen complaints
 - c. Citizen requests for service when:
 - i. An officer is dispatched to the scene
 - ii. An officer is assigned to investigate
 - iii. An officer is assigned to take action at a later time
 - d. Criminal and non-criminal cases initiated by law enforcement officers
 - e. Motor Vehicle stops whether citation is issued or not
 - f. Incidents involving an arrest or summons
8. Department employees may forward any recommendations regarding the report system through the chain of command to the Captain-Administration, who will be responsible for evaluating the recommendation and notifying the employee involved of his/her evaluation.

G. Case Numbering System

- 1. Case report numbers are issued through the CAD system.
- 2. The numbering system ensures that all cases receive a number, that no numbers are omitted and that no numbers are duplicated.
- 3. Case numbers follow the following format:(xx-yyyy-zz)
 - a. “zz” is the type of report “AC” (accident), “OF” (incident), “AR”(arrest)
 - b. “yyyy” is the sequential number of the report
 - c. “xx” is the year of the report
- 4. All incidents of police service will be issued a sequence number. Only those cases requiring a case number will be issued a case report number.

H. Records and Report Distribution

- 1. The O.I.C. will be responsible for ensuring that all reports are entered into the computer system and distributed to the appropriate division, detectives, prosecution, juvenile, etc. This can be accomplished through use of the “Case Activity” feature of the IMC system.
- 2. The Detective and Prosecution Division will be given the original printed reports, other divisions will be given copies of case reports.
- 3. The IMC system can produce a variety of customized reports based on the authorized user’s criteria these reports include:
 - a. Service calls and crimes by type
 - b. Service calls and crimes by location
 - c. Stolen, found, recovered, and evidentiary property files
- 4. Officers or civilian employees requesting a copy of a report for any non-official purpose will submit a “Records Request Form” to the front desk officer.

I. Traffic Citations

1. Officers will utilize the E-Citation system and will sign the completed citations before an officer who is a notary public.
2. Notarized citations will be left in a designated location for the traffic prosecutor who will then enter the citation numbers into the IMC electronic transmittal.
3. The transmittal is then printed and the hard copy citations will be delivered to the proper jurisdiction (Rhode Island Traffic Tribunal or Municipal Court).

J. Records Maintenance

1. All incident, traffic accident, and arrest reports, (other than juveniles), generated by the Narragansett Police Department are maintained in the records room.
2. Other reports and records, both official and unofficial, may be stored in areas including the following:
 - a. Chief's Office and or the administrative assistant
 - b. Personnel records
 - c. Citations
3. Captain-Administration's Office and or Administrative Services office
 - a. Citizen complaints
 - b. Internal Affairs reports
 - c. Department property inventory
 - d. Personnel records (i.e. vacation, sick leave, compensatory time, etc.)
4. Detective Division
 - a. Active case files
 - b. Intelligence files
 - c. Confidential informant files
 - d. Field interview reports
5. Administrative Services
 - a. Training records
6. Administrative Assistant and/or Records Clerk
 - a. Budget revenue/expense
 - b. Accounts payable
 - c. Payroll/overtime

K. Arrest Information

1. People arrested by the Narragansett Police Department are transported to the cellblock area where they are processed and their information is documented.
2. All arrestees, (other than juvenile status offenders), are fingerprinted and photographed.
3. The booking officer will enter information on all prisoners into the IMC system.
4. All records will be updated as warranted.
5. All arrest reports will be forwarded to the Prosecution Division.

L. Warrant and Wanted Persons File

1. The Communications Center will act as the repository for all active arrest warrants and restraining orders lodged at the Narragansett Police Department.
2. The court officer will enter all warrants in to the department's computer system. The warrants will then be forwarded to the Communications Center.
3. The dispatcher will enter/delete the warrants into the N.C.I.C.system.
4. Pursuant to the policy of the [R.I. Department of Attorney General, BCI Warrant Tracking](#), entry of felony warrants into the national NCIC system must be approved by the Attorney General's office for the purpose of ensuring extradition. The Detective Division O.I.C. shall obtain said authorization prior to entry of the warrant by dispatch.
5. Any request for apprehension originating from an outside agency will be forwarded to the O.I.C. of the Patrol Division.
6. All warrants will be made accessible 24 hours a day.
7. Any information received on an active arrest warrant will be verified with the respective agency in possession of the signed warrant.
8. RILETS and NCIC guidelines shall be followed when answering/replying to extradition requests.

By Order Of:

Chief of Police