



NEWARK POLICE DEPARTMENT GENERAL ORDER



SUBJECT: OPERATIONS OF RECORDS MANAGEMENT		GENERAL ORDER NO. 04-08
SUPERCEDES:	DATED: AUGUST 26, 2004	SECTION CODE: A 35

I. Purpose

- A. The purpose of this Order is to provide a general overview of the operations of Records Management.
- B. This Order shall serve as a guide to commanding officers newly assigned to Records Management and provide a roadmap to the proper function and operations of Records Management.

II. Introduction

- A. Records Management is composed of six (6) components:
 - 1. Deck area
 - 2. Law counter
 - 3. Civilian counter (O.P.R.A.)
 - 4. Photo lab
 - 5. Identification
 - 6. Administrative
- B. Each subcomponent of Records Management has a specific function which when combined with the others forms a complete records management function within the Newark Police Department.

III. Deck Area

- A. The deck area receives calls for record checks on arrestees, routine record checks and criminal history requests.
 - 1. When a call is received requesting a record check due to an arrest, an Information Request report is time stamped indicating the start of the call.
 - 2. The Information Request report is completed by obtaining all the applicable information from the arresting officer.
 - 3. A record check is conducted by searching the following:
 - a. N.C.I.C (National Crime Information Center)/ S.C.I.C. (State Crime Information Center)



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- b. A.T.S (Automatic Traffic System) *Note: driver's license number check must be performed*
 - c. C.C.H. (Computerized Criminal History)
 - 4. If these searches reveal that the arrestee has documented aliases, then the arresting officer is immediately notified of the fact and all aliases are checked through the aforementioned systems.
 - 5. If the record check reveals that the arrestee has outstanding warrants, the arresting officer is notified of the open warrants and must obtain additional C.C. (central complaint) numbers to correspond with each warrant.
 - 6. Once an arrest is completely processed, a C.A. (central arrest) number is issued by the A.C.I.O. (Assistant Chief Identification Officer) in charge.
 - 7. The information is entered in the C.A. logbook which is maintained by the A.C.I.O. for the purpose of tracking all C.A. numbers issued.
 - 8. All arrests are entered into the arrest database for the compilation of the 24-hour sheet.
 - a. The 24-hour sheet is a listing of all arrests for the previous 24 hours.
 - b. The 24-hour sheet is run midnight to midnight and is printed and disseminated shortly after midnight.
 - c. The A.C.I.O. is responsible for comparing the 24-hour sheet with the C.A. logbook to ensure all entries have been made.
 - 9. Immediately after the process is completed, the arrestee's C.C.H. is to be reviewed to check if the person has been arrested in Newark previously.
 - a. When the person has been previously arrested in Newark and one of more Gallery numbers were issued, all gallery files must be pulled and merged with the newly created S.B.I (State Bureau of Identification) file for the arrestee.
 - b. This process must be completed prior to the end of the tour during which the arrest was processed.
 - c. The C.C.H. must be shredded immediately after completion of the process.
- B. The deck area is responsible for maintaining the S.B.I files of arrestees and merging the now obsolete gallery files into the new S.B.I. files.
- C. The A.C.I.O in charge of the deck area is responsible for responding to the cell block twice during their tour to retrieve the yellow copies of arrest reports and finger print cards for each arrestee and ensuring that persons previously arrested in Newark have their gallery file(s) pulled and merged with the new S.B.I file before the end of the tour.



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- D. Arrestees with no S.B.I number (first arrest or fictitious name) shall have their S.B.I. file set aside until the state issues a S.B.I. number for the individual.
1. The State Police shall be contacted via phone to obtain the number on the next business day.
 2. If it is not possible to contact the State Police via phone, then copies of the arrest reports and fingerprint card are to be made.
 - a. The original reports and the copy of the fingerprint card are to be placed into the file.
 - b. The copies of the reports and original finger print card shall be mailed in the self-addressed envelope provided by the State Police.
 3. Once a number is issued, the new file shall be so noted and filed.

IV. Photo Lab

- A. The photo lab is responsible for developing all the photographic film used in the Department (Unit 50 & Crime Scene Unit).
1. Film is developed and the negatives are filed for future use.
 2. Prints of the negatives are made on and as needed basis.
- B. The photo lab is also responsible for developing microfiche film for both the department and the vital statistics department of the City.
- C. The photo lab is also responsible for forwarding all lifted latent prints to the Crime Scene Unit.
1. When a positive print result is returned from the State Police, the photo lab is responsible for forwarding it immediately to the identification area for comparison.
 2. When a negative print result is received from the State Police, the photo lab is responsible for forwarding the prints to the identification area for filing.
- D. The photo lab is responsible for supplying all photographic and fingerprinting supplied to Unit 50.

V. Law Enforcement Counter

- A. The law enforcement counter processes all applications dealing with firearms, including purchase permits, carry permits etc. from both Department members and the general public.
- B. The law enforcement counter fields all requests from law enforcement agencies and officers for department reports.



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- C. The law enforcement counter provides fingerprinting services for the public as required for permits and licensing etc. as well as for the city when new employees are fingerprinted.
- D. The law enforcement counter is also responsible for processing all incoming and outgoing department mail.

VI. Civilian Counter (O.P.R.A. – Open Public Records Act)

- A. The civilian counter fields all requests for copies of police reports from anyone other than law enforcement.
- B. When a person requests a report in person at the civilian counter, a form must be completed for compliance with O.P.R.A.
 - 1. The information on the form is reviewed to ensure the person is eligible to receive a copy of the report requested in compliance with O.P.R.A.
 - 2. Fees are collected for the copying of the reports.
 - a. All fees are verified at the end of the day by the person working the civilian counter and a detective from the administrative office of Records Management.
 - b. All monies are to be logged and stored in the Command's safe overnight and brought to City Hall by 0930 hours the following business day.
- C. The civilian counter also processes requests for reports by mail.
 - 1. All requests received by mail must have the appropriate payment enclosed with the request.
 - 2. A tracking form must also be completed.
- D. It should be noted that a request for a copy of a report which includes a fatality of any sort must be forwarded to the Essex County Prosecutor's Office for clearance prior to providing the report.
- E. Receipts from all O.P.R.A requests shall be boxed and stored in accordance with Department policy.

VII. Data Processing

- A. The data processing area is responsible for retrieving all night reports from the main desk at 22 Franklin Street and sorting the reports.
 - 1. Reports are sorted by type first and C.C. number second.
 - 2. Accident reports shall have the state copy forwarded to the Division of Highway Traffic Safety in self-addressed envelopes daily.



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3. All reports are scanned to provide a digital copy of the report and copied onto a compact disk for storage in batches.
 4. Reports are also filmed for compilation on microfiche.
 5. Data from all reports is entered into a database system for future retrieval of the report image.
 6. Incident reports, continuations attached to the original incident report, tow sheets, accidents and property sheets are filed in C.C. number order.
 7. Other reports are filed in batches and it is the Commanding Officer's responsibility to replace the boxes used as receptacles for these reports when they become full and label the boxes for storage.
- B. Data processing provides copies of photographs (mug shots) for arrestees when requested by detectives.

VIII. Identification Area

- A. The identification area is the repository for all master fingerprint cards for the Department.
1. The master fingerprint card file shall be updated every January and July and the cards for anyone having attained the age of 100 years shall be purged.
 2. These purged cards shall be placed in a box and labeled and sent to Property and Procurement for storage.
- B. The identification area is also responsible for performing print comparisons on all hits returned from the State Police.
1. All hits returned must be compared immediately for a positive identification.
 2. A Continuation Report (DP1:795) shall be completed by the person performing the comparison and forwarded to the investigating detective in a timely fashion.
- C. The identification area shall maintain a file of all lifted fingerprints, whether they were returned a hit of a not hit from the State Police.
- D. The identification area is responsible for the operation of Unit 50.
1. Unit 50 shall be responsible for fingerprinting and photographing crime scenes as required.
 2. Unit 50 shall be guided by the current response matrix as provided by the commanding officer of Records Management.
- E. The identification area, upon receiving notification of a death, shall conduct a record check on the decedent.
1. If the record check reveals any open warrants, the detective assigned to the case shall be notified of the finding in order to have the warrants vacated.



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2. If the record check reveals the decedent was previously arrested in Newark, then all associated gallery and S.B.I. files shall be pulled and given to the Commanding Officer of Records Management.
 - a. The contents of the files shall be stamped "DEAD".
 - b. These files shall be maintained for a twelve (12) month period at which point they shall be archived.

IX. Administrative Area

- A. The administrative area of Records Management is responsible for the clerical duties associated with the operation of the office.
- B. The Commanding Officer of Records Management is responsible for the overall operation of the office.
 1. The commanding officer shall personally review the log sheet for Unit 50 and log in all prints lifted and film used.
 2. All prints and film shall be logged in a log book to ensure all film and prints are turned in at the end of Unit 50's tour.

X. Responsibility for Compliance

Supervisory and Command Officers are responsible for understanding and complying with this Order. Inadequacies on the part of operating personnel reflect directly on the Supervisory and Command Officers.

XI. Effect of this Order

All previous Orders and Section of "Rules and Regulations" which are inconsistent with this Order are repealed.

By Order of:



Anthony F. Ambrose III
Police Director