CENTRAL RECORDS	**Chapter No. 82**
Effective Date:04/01/2018 **Revised: 01/06/2026**	**Reference:** **Chapter 26 – Disciplinary Procedures & Internal Investigations**

82.1.1 RECORDS PRIVACY AND SECURITY

Records is responsible for the paper and electronic storage of incidents and investigations. The Pasco Police Department uses the New World Enterprise Records Management System (RMS) to facilitate the collection and distribution of information. In addition, the Statewide Electronic Collision & Ticket Online Records (SECTOR), an automated data collection system, is utilized as an added option for traffic collisions and citations.

Records has established records distribution procedures consistent with the following Washington State Statutes and Federal Regulations:

- RCW 10.97 Washington State Criminal Records Act
- RCW 13.50 Juvenile Records Access
- RCW 42.17 Disclosure of Public Records
- RCW 46.52.080 Confidentiality of Reports

Federal and State laws mandate which criminal history records may be released by the retaining agency to outside agencies and individuals. Criminal justice agencies may request adult and juvenile records from the Pasco Police Records. These requests are generally made by phone, teletype, mail, or fax. Records personnel will complete an audit trail for all requests made by phone, teletype, mail, or fax.

Replies to phone requests for records are completed after the identity of the requestor is established. This can be done by confirming the call back number in the department's files or calling the requestor's agency.

If a case is still actively under investigation, the request for release will be forwarded to the investigating officer or detective. The disclosure of a juvenile record to the public is allowed only when it does not include any information that will identify or lead to the identity of the juvenile or the juvenile's family is being released to the juvenile's parents or to victims of crimes for restitution purposes.

All other persons/agencies requesting access to Pasco Police records must contact Records.

A. Security of and Access to Agency Files

Only authorized personnel have access to Records. Records staff must escort non-law enforcement personnel while in the Records

SECTOR: The SECTOR online services provided by the Washington State Patrol are for the exclusive use of law enforcement and approved agencies in the State of Washington. Unauthorized access is prohibited. Usage will be monitored.

B. Accessibility to Operations Personnel

Information contained in Records files and computerized files (including SECTOR) are available and can be accessed by all authorized personnel in a “read-only” capacity on a 24- hour basis.

C. Release of Records

The following mandate the procedures for release of agency records:

- RCW 10.97 Washington State Criminal Records Act
- RCW 42.56 Public Records Act
- RCW 13.50 Keeping and Release of Records by Juvenile Justice or Care Agencies
- RCW 46.52 Accidents-Reports-Abandoned Vehicles

Records will review all requests and determine what will be released according to state law and Law Enforcement Information and Records Association (LEIRA) Guidelines.

- Requests for records must be made via electronic mail, by letter, fax, in person, or by phone as long as the identity of the requestor can be confirmed.
- Appropriate fees will be assessed, if applicable.

1. Disclosure of Personal Information to Federal Immigration Authorities

A. Definitions

For purposes of this section, the following terms have the meanings set forth in Chapter 1.1.6 of this Policy Manual:

- **Personal Information**
- **Federal Immigration Authority**
- **Court Order or Judicial Warrant**

B. Prohibited Disclosures

In accordance with the Keep Washington Working Act (RCW 10.93.160 – 10.93.170) and Section 1.1.6 of this Policy Manual, agency personnel shall not disclose personal information or release dates to federal immigration authorities or similar entities except when required by:

1. A court order or judicial warrant; or
2. The Washington Public Records Act (RCW 42.56).

Any request for personal information or release dates received from federal immigration authorities shall be processed strictly in accordance with the department’s established Public Records Act procedures.

C. Required Reporting and Disclosure Log

Any disclosure of personal information or release dates to federal immigration authorities or similar entities shall be:

1. Immediately reported to the Chief of Police or designee; and
2. Documented in a dedicated disclosure log maintained by the Records Unit.

The disclosure log shall include, at a minimum:

- Date of the request
- Identity of the requesting federal immigration authority
- Description of the information or release date disclosed (or a statement that the request was denied)
- Legal basis for the disclosure (court order, judicial warrant, or Public Records Act)
- Name of the department member who processed the request
- Name of the supervisor or command staff member who authorized the disclosure

The disclosure log shall be maintained as a public record and made available for public inspection in accordance with the Public Records Act and the department's Public Records Act procedures.

82.1.2 JUVENILE CRIMINAL RECORDS

Records will maintain separate records and criminal history files for adults and juveniles. Files are separated as mandated by state statutes RCW 40.14, Preservation and Destruction of Public Records; RCW 13.50 Juvenile Records Access; and RCW 10.97, Washington State Criminal Records Privacy Act.

A. Identifying Juvenile Records

Juvenile arrest records are identified as "Juvenile" in the type section of the RMS and are filed numerically with all other cases.

B. Juvenile Identification Information

Officers transport juveniles arrested for a felony or gross misdemeanor to the Benton-Franklin Juvenile Detention Center to be photographed and fingerprinted. The Benton-Franklin Juvenile Detention Center maintains those records. Photographs and fingerprints are used for identification purposes by criminal justice agencies when the subject is under active investigation.

Photographs or other identifying information may be collected by officers in the field utilizing department-issued equipment, such as cell phones. Photographs and other identifying information should be added the juveniles record jacket in the Record Management System.

Juvenile information is not available to non-criminal justice agencies. Release of a juvenile suspect's name is acceptable when a victim wishes to pursue civil restitution and the case is closed. Reference RCW 13.50.

C. Security of and Access to Juvenile Information

Juvenile records and information will be handled in the same manner as all other criminal records maintained by Records. Records personnel are specifically trained to handle juvenile records when, or if, different processing/handling is required.

D. Disposition - After Adult Age Reached

All arrest records are maintained within the RMS. Juvenile arrest records are maintained in the same manner as adults. When the juvenile reaches adult age, the RMS creates a separate adult jacket which only contains adult information. This provides the option to view only juvenile records or only adult records when viewing a person's history.

E. Expungement

When Records receives a court expungement order, it is assigned to the Records Lead to gather all related information in order to:

- Delete the subject's name from all computer files.
- Delete the subject's name from the case file.

Materials of identification will be expunged on order of a competent court and/or state law. Reference *RCW 13.50*.

82.1.3 RECORDS RETENTION SCHEDULE

Records maintains a Washington State approved records retention schedule. This schedule is according to RCW 40.14, RCW 10.97, and RCW 46.52.080 Preservation and Destruction of Public Records.

82.1.4 INCIDENT BASED REPORTING (IBR)

The Pasco Police Department participates in the state and national Incident Based Reporting (IBR) program. This program promotes the development of adequate record keeping and helps in establishing a database of crime statistics.

The Support Services Captain or designee collects and reports crime data monthly to Washington Association of Sheriffs and Police Chiefs (WASPC) for inclusion in the national system.

Statistics include crimes, property, monetary loss and recovery, and adult and juvenile arrest information.

82.1.5 REPORT ACCOUNTING SYSTEM

Records will maintain copies of reports in the appropriate case file with a corresponding case number. The records specialists will ensure the correct case number for the incident is on the written document submitted. The case number is listed in a computerized master file after it has been issued.

Records maintains original case files with the exception of the METRO unit who maintains confidential reports.

82.1.6 COMPUTER FILE BACKUP AND STORAGE

A. Data Back-Up & Storage

The computer files of the Pasco Police Department are backed up daily. Information Services is responsible for this task as well as the retention of these records. The retention of these records complies with state laws. The files are stored in a secure area provided by Information Services. When

it is time to purge these stored files, they are destroyed and not recycled.

B. Access Security and Password Audits

City of Pasco Information Services provides support for the computer system and monitors its usage. All users are required to have a user ID and password for access to the city computer systems. Each member is responsible for creating and maintaining their password.

The police department computer systems shall be password protected according to the following CJIS standard:

- Minimum 16 characters
- Passwords must meet complexity requirements:
    a. At least 3 out of 4: uppercase, lowercase, number, symbol
    b. Password must not match the City of Pasco custom banned password list, Microsoft's banned password list, or any account details, like username, first or last name, department, etc.
    c. A password must be at least 5 points to be accepted:
        i. Password is set to lowercase and common special character or number substitutions for letters are performed
        ii. +1 for each banned word found in password
        iii. +1 for scored each banned word(s) within 1 character edit distance of a banned word
        iv. +1 point for each remaining character not part of a banned word.
- Change in password every 365 days or in the event of compromise
- No password reuse

Immediately upon separation from service, Information Services is notified and the user's access to the city computer system is terminated. If the user believes his/her password has been compromised, Information Services is notified, and the user is forced to change their password.

Information Services is responsible for auditing the entire city owned system.

CJIS, a branch of the FBI, ultimately oversees a law enforcement agency's access to and handling of criminal justice information. Misuse of this responsibility by any employee could jeopardize the entire department's ability to access this information

ACCESS: A Central Computerized Enforcement Service System which is administered by Washington State Patrol that provides an online gateway to multiple systems with access to criminal justice information.

"Failure to comply with Washington State Patrol procedures and guidelines regarding the use of the ACCESS terminal and dissemination of information received from ACCESS inquiries may result in user privileges being revoked and disciplinary action up to and including termination of employment."

In order to access criminal justice information an employee must be ACCESS Certified. The Records Lead or designee will facilitate the process to ensure all department employees maintain their required certification level. Information obtained from any of the systems available through ACCESS shall be used for law enforcement purposes only.

Personnel are expressly prohibited from using any device, including personally owned or department-

issued mobile devices, that is not fully compliant with the Criminal Justice Information Services (CJIS) Security Policy and certified by the agency's Information Technology or CJIS Security Officer to access criminal justice information (CJI), including NCIC/ACCESS queries. Devices that are not demonstrably CJIS compliant for all required security controls shall not be used to access, view, transmit, or store CJI under any circumstances.

User ID's that allows access to criminal justice information for persons no longer employed by the department will be deactivated immediately. The Records Lead will ensure that Information Services is notified when separation from employment with the department occurs to ensure the user ID is deactivated.

Reinvestigation: Per ACCESS guidelines the Pasco Police Department will conduct a reinvestigation of each employee's criminal history at least every five (5) years. At that time, an employee's criminal history will be queried, and any negative findings will be forwarded to the Deputy Chief.

82.2.1 FIELD REPORTING SYSTEM

The Pasco Police reporting system primarily consists of two types of file reports:

1. Case reports
2. Field interview reports (FI cards)

Officers provide information to citizens when taking a case report. The information includes:

- Officer's name
- Case number
- Information about rights and resources available to victims
- Notice of enforcement action taken

A. When reports must be written

Case reports must be written using the standardized record management system New World Enterprise when the reported criminal activity involves a felony, which includes but is not limited to:

- Burglary
- Arson
- Assault
- Auto theft
- Theft 1 or 2
- Rape
- Kidnapping
- Homicide
- Violation of Uniform Controlled Substance Act (VUCSA)
- Any time an arrest is made

- Traffic accident

Case reports should be taken when the investigating officer believes it necessary to document the incident or to record important information that will be needed to make a computer entry, i.e.:

- Runaways/Missing persons
- Stolen/Recovered property

B. Forms to be used

The Pasco Police Department uses the Washington State Incident Based Reporting (IBR) forms to document cases using the New World Enterprise Records Management System (RMS). Reports may include:

- IBR Incident Report
- IBR Additional Persons/Vehicles
- IBR Property/Evidence
- IBR Incident Data Check sheet
- IBR Narrative
- IBR Supplemental Narrative
- Vehicle Impound Report (SECTOR)
- Juvenile Contact Report form
- Washington State Patrol Collision Report (SECTOR)

C. Information Required

All Incident Reports submitted for review are expected to be complete. Forms will have each information box completed.

D. Completing Field Reports

1. Officers receive case report and FI numbers from the dispatch center.

2. Officers will submit all Incident Reports and Supplemental Reports in the RMS to their supervisor.

3. The investigating officer(s), when they have completed their case report or FI card, submit their work to the Supervisor Role for review and approval. The shift supervisor, after reviewing the report for completeness, will either:

    - Approve the documents which will forward them to Records for final approval and filing.

    - Reject the case back to the officer for corrections with comments of what needs to be corrected.

      After the officer has made the necessary corrections, the report will be resubmitted to their

supervisor for approval, the supervisor forwards the case to Records for final approval and processing.

E. Procedures for Submitting, Processing, and Supervisory Review

Records staff receives completed case reports and FI cards. All reports submitted are checked for validation errors. Records staff review traffic reports for statistical information, then forwards copies to the appropriate agencies and/or departments.

Records staff will reject incorrect or incomplete reports to the employee's direct supervisor. The supervisor returns the report to the original officer for corrections. However, when the suspect is in custody, Records staff routes these reports to the on-duty supervisor for immediate correction. Resubmit reports as outlined above.
Follow-up reports are completed in a supplemental report and processed as outlined above.

82.2.2 INCIDENT REPORTING

Officers are expected to complete truthful, accurate and thorough reports. No officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information. Incident reports shall not contain the personal opinions of officers. All the necessary forms shall be complete, and narrative shall be prepared. The narrative will include all investigative actions taken by the involved officers. Officers shall review their written reports and dictated narratives prior to submission for approval.

Incidents requiring documentation:

- Crimes reported by citizens
- Citizen Complaints

Citizen complaints regarding police personnel are referred to the individual's supervisor. If the direct supervisor is not available, the employee will collect appropriate information and immediately advise a supervisor when they are available. Some non-criminal complains may require written reports.

- Incidents resulting in an employee being dispatched or assigned
- Criminal and non-criminal cases initiated by officers/records specialists
- Incidents involving arrest, citations, or summonses

82.2.3 REPORT NUMBERING

Dispatch staff issues one case report number for each incident even if there is more than one officer responding. All numbers are issued in numerical order using the event number. Begin all numbers with the characters “PPD” followed by the last two digits of the current year followed by a six-digit number. Use zeros (0) to hold digit placement, ex: PPD 25-001234.

82.2.4 REPORT DISTRIBUTION

Records maintains most original case documents on active cases. Detectives retain copies only.

The investigating detective makes certain that original suspect statements, photographs or negatives

are entered into evidence. The detective gives a copy to Records.

Evidence maintains the original evidence log and gives a copy to Records.

METRO detectives retain case information on confidential drug buys. They file this information by Confidential Informant number (CI#). A copy is NOT given to Records.

The records staff distributes copies of reports as follows:

- Traffic collision reports are submitted to Washington State Patrol
- A copy of traffic collision reports involving city property damage goes to the City of Pasco Accounting Department. In case of an employee injury, a copy will be sent to the City of Pasco Personnel Department and Risk Manager.
- Felony crime cases are searched by the Detective Sergeant Role using the (RMS)
- When requested by insurance companies, a copy of the case report will be sent to the requesting company.
- Crime and accident victims may request a copy of their case report by contacting Records in person or online.
- The media will have access to all reports except open cases still under investigation and cases pertaining to Child Abuse and Rape, listed under disclosure (2) do not disclose.

82.2.5 REPORTS BY PHONE, MAIL, OR INTERNET

It is the intent of the Pasco Police Department to provide the most efficient and effective law enforcement service possible to the community. In many instances, the achievement of this goal requires patrol officers to remain available for priority responses, while some reports are taken by telephone or other means. If a citizen specifically requests a response by a police officer, a police officer will be dispatched when one becomes available.

Officers are authorized to take reports over the phone, in cases where an officer's physical presence does not impact the investigation. Phone reports may be appropriate when taking cold reports, certain frauds, or reports where evidence is retained digitally. Officers are expected to use sound judgment when determining when it may be appropriate to take a report solely over the phone or the internet. When in question, the officer should respond in person.

82.2.6 Generative AI Reports – Axon Draft One

The Pasco Police Department authorizes the use of Generative Artificial Intelligence to assist in the writing of reports. Axon's Draft One is the only such tool to be used in the generation of a draft police report. Draft One analyzes data received from an officer's BWC and composes a police report based off the BWC data as well as inputs received from the reporting officer. When used and before submitting the completed report, officers shall ensure the following:

- Any indicated areas requiring additional details are addressed
- The report has been read to ensure it accurately reflects the officer's recollection of events
- The report has been read to ensure it contains the required information based on report type
- The report contains the "Officer Acknowledgement Statement" at the end of the report, acknowledging the leveraging of Draft One.

- Officer Acknowledgement Statement:
  "I acknowledge this report was generated using Draft One by Axon. I further acknowledge that I have reviewed the report in detail, made any necessary edits, and believe it to be an accurate representation of my recollection of the reported events. If needed, I am willing to testify to the accuracy of this report."

  I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. (RCW 9A.72.085)
- Draft One generated reports must be approved by a supervisor through the normal review process
- Supervisor reports, generated by Draft One, must be approved by another supervisor.

82.3.1 MASTER NAME INDEX

The name index is a computerized alphabetical system for searching the file. Names entered in the name index include victims, reporting parties, suspects, persons arrested, persons of interest, witnesses, all passengers in traffic accidents and registered owners of impound vehicles.

- Victims
- Reporting Parties
- Witnesses
- Suspects
- Persons of Interest
- Persons arrested
- Persons issued criminal and/or traffic citations
- Traffic collisions; related drivers, registered owners, and victims

82.3.2 INDEX FILES

Records maintains computerized files that contain information gathered by the various reports. The computerized files allow for the retrieval of information based on the below listed criteria.

- Incidents by crime type.
- Incidents by location, date, and/or time.
- Property types to include stolen property, found property, pawned property, recovered property and property of evidentiary rule.

82.3.3 Traffic Records System

Records, Patrol Division, and the City Traffic Engineering Department maintain complete and readily accessible traffic records systems.

- Records staff can access traffic collision and enforcement data in the Washington State Patrol computerized data system (SECTOR). Data summary statistics include collision dates, times, locations, enforcement actions, investigations, and dispositions.
- The City Traffic Engineer compiles and maintains collision, traffic volume and distribution data.

- Roadway Hazards: Roadway hazards are reported to the appropriate department or entity that is responsible for correction of the hazardous condition.

82.3.4 TRAFFIC CITATION MAINTENANCE

The Pasco Police Department uses SECTOR (Statewide Electronic Collision & Ticket Online Records) program for the issuance of traffic citations. SECTOR is a program that automates the collision and traffic ticket reporting process for a law enforcement officer. The program is installed on a laptop or mobile computer and either transmits immediately through wireless connection or later at the office. SECTOR is maintained and supported by the Washington State Patrol.

The Pasco Police Department does not maintain paper traffic citations. In the event SECTOR is not functioning or is off-line, officers will use citations downloaded to the vehicle's MDC or wait until SECTOR is functioning properly.

82.3.5 OPERATIONAL COMPONENT RECORD

Records has primary responsibility for maintaining the current case file for all police reports. New information regarding open/active cases will be forwarded to the Records in a timely manner through the supplemental reporting system.

82.3.6 ID NUMBER AND CRIMINAL HISTORY

The Booking Officer, using the standard RMS format, assigns one identification number to each person arrested and booked into the Franklin County Corrections Center. They use the same identification number for all subsequent bookings of that person.

The arresting officer completes a suspect arrest intake form and medical intake form for every person arrested and booked into the Franklin County Correction Center.

The Booking Officer completes a computer name check at the time of booking to find out if the person has an existing number. This helps prevent one person from receiving multiple identification numbers.

- A person may have been issued more than one identification number due to use of an alias, birth name, etc. All names and identification numbers are cross-referenced by computer entry and the true name is used after that.
- If a number has not been assigned, the computer assigns the next available identification number.

Franklin County Corrections Center maintains an identification file for each person arrested. The file includes the individual's fingerprint card, photograph(s), copy of arrest report(s) and a copy of medical request(s). Access to criminal history transcripts at the state and federal level is available on the Washington State Identification System (WASIS) and Triple I. The RMS computer system contains a criminal history of all people booked into local correctional facilities.