



General Order 82.2 - Records

PURPOSE: Define and describe accessibility of records, the repository of records, the master name index, the master name index criteria, the index of incidents by location, the index of incidents by type, the index of stolen, found, recovered, and evidentiary property, the criminal history file, the modus operandi file, the warrant and wanted persons file, the traffic citation records, arrest information recording, assignment of identification numbers, records maintained outside of the records section, juvenile records separation, uniform crime reporting procedures, recording the disposition of cases, offender registration procedures, and the release of mug photographs.

DATE OF APPROVAL: 09/29/25

DATE OF ISSUE: 09/29/25

EFFECTIVE DATE: 09/29/25

REVIEW DATE: Annual

AMENDS: 82.2.19

THIS ORDER CANCELS: 82.2 Approved 12/03/12, 05/28/14

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REVIEWED BY: Standard Review Committee

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82.2.1 ACCESSIBILITY OF RECORDS

- A. The Sedgwick County Sheriff's Office records section is staffed twenty-four (24) hours per day, seven (7) days each week.
- B. Personnel assigned to the records section control the accessibility of all reports, records, and other information.
- C. Supervisors and duty personnel accessing records are subject to the same rules and regulations for the dissemination or access information that apply to the assigned records section personnel.

82.2.2 REPOSITORY OF RECORDS

- A. The records section is the central repository of Sedgwick County Sheriff's Office records, to include original documentation or electronic documents for the following:
 - 1. All original crime reports;
 - 2. All original incident reports;
 - 3. All on-view arrest reports;
 - 4. Dissemination logs;
 - 5. Microfilm files;
 - 6. N.C.I.C. files;
 - 7. Daily Bulletins;
 - 8. Interwatch summaries;
 - 9. Daily Hot Sheets;
 - 10. Summonses and complaints;
 - 11. Mug photographs;
 - 12. Traffic accident reports;
 - 13. Master fingerprint file;
 - 14. Records accounts files; and
 - 15. PFA's, PFS's, and No Contact orders.

- B. Reports are filed by case number in accordance with general order [82.1.6](#). (Case Numbering System).

82.2.3 MASTER NAME INDEX

- A. The Sedgwick County Sheriff's Office maintains manual alphabetical master name indexes and arrest cards up to the time the electronic system was activated.

The master name indexes include cross-references to all persons using an alias. The master name indexing has been scanned into the Onbase application

1. The retained master name files are color coded as follows:
 - a. White:
 - General information; and
 - Commitments to state institutions.
 - b. Pink:
 - Alias cards (hard card).
 - c. Blue:
 - Releases from state institutions.
 - d. Yellow:
 - Arrest cards.
 - e. Green:
 - Death notices.
- B. The Sedgwick County Sheriff's Office computer system provides an alphabetical master name index including cross-references to all persons known to be using an alias.
 1. The computer system went on-line October 1, 1987.

82.2.4 MASTER NAME INDEX CRITERIA

- A. The Sedgwick County Sheriff's Office maintains alphabetical master name indexes that consist of the names of the following persons who come into contact with the agency:
1. Persons who are arrested and confined in jail;
 2. Persons arrested but released and ordered into court (by summons);
 3. Persons who are issued traffic citations;
 4. Persons who receive minor misdemeanor citations; and
 5. Other persons, such as victims, suspects, or complainants.

82.2.5 INDEX OF INCIDENTS BY LOCATION

- A. The Sedgwick County Sheriff's Office uses an automated index of incidents by location.

82.2.6 INDEX OF INCIDENT BY TYPE

- A. The Sedgwick County Sheriff's Office uses an automated system to maintain an index of incidents by type.

82.2.7 INDEX OF STOLEN, FOUND, RECOVERED, AND EVIDENTIARY PROPERTY

- A. All reported stolen property that lists the serial number or any other distinctive identifying number will be entered into the National Crime Information Center (N.C.I.C.) stolen property file by the records section. Specific procedures are contained in section [82.3.6](#).
 - 1. All reported stolen property, regardless of whether it has identifying numbers or marks, will be entered into the local computer system and indexed by case number.
- B. An index of evidentiary property is maintained by the property section. (See section [84.1.15](#).)

82.2.8 CRIMINAL HISTORY FILE

- A. A criminal case jacket will be prepared on all persons arrested by department personnel (except pursuant to an arrest warrant) for either criminal or traffic cases. The case jacket will be filed in the records section and will contain the following information:
 - 1. Incident report(s);
 - 2. Arrest report(s);
 - 3. Any supplemental reports; and
 - 4. Known disposition of case(s).
- B. Photographs (mug shots) taken according to section [82.2.12 B](#), are stored electronically.

82.2.9 OPEN

82.2.10 WARRANTS AND WANTED PERSONS FILE

- A. Warrants and records pertaining to warrants are maintained by the Judicial Division, warrant section.
- B. Entry, maintenance, validation, and removal of wanted persons entries in N.C.I.C. is accomplished through the procedure in general order [82.3.7 G](#), "N.C.I.C. Data Entry and Validations".

82.2.11 TRAFFIC CITATION RECORDS

- A. The Sedgwick County Sheriff's Office maintains records of traffic citations, to include:
 - 1. Issuing citation books to deputies;
 - 2. Accountability of citations;
 - 3. Storing of citations; and

4. Cross referencing of citations.
- B. The records section shall distribute citations to deputies. Citations will be logged in the traffic citation book when issued.
- C. Accountability of citations is the responsibility of the records section. The records section will file all citations by the issuing deputy's name, in numerical sequence.
 1. The Records Section is responsible for entering all citations into the computer system.
- D. Storing of citations
 1. Surplus citations will be stored in the Records Section under secure conditions until issued to a deputy.
 2. The Sheriff's Office copy of the citations is maintained in the Records Section for filing in the master citation file or appropriate case jacket.

82.2.13 OPEN

82.2.14 RECORDS MAINTAINED OUTSIDE OF THE RECORDS SECTION

- A. Most records generated by the Sedgwick County Sheriff's Office are maintained in the Records Section. Some records, usually of a confidential nature or containing such information that renders them more appropriately stored in a specific unit or section, are maintained outside the Records Section.
- B. Other records/reports, both official and unofficial, maintained by the various components of the Sedgwick County Sheriff's Office include, but are not limited to original documents or electronic files of the following:
 1. Civil section -- Foreign execution docket sheriff's sales;
 2. Warrant section -- Warrant records and service;
 3. Investigations -- Intelligence files, field interrogation cards, investigative case files, statistics;
 4. Road patrol -- Daily activity reports, statistics, home vacation reports;
 5. Detention -- Daily activity facility reports, inmate dental, medical and financial records, statistics;
 6. Administration -- Personnel files, training records, financial and accounting records;
 7. Property -- Property room ledger;
 8. Narcotics section -- Informant files, intelligence files, investigative case files, statistics;
 9. Training section -- All training and applicant information records.
 10. ORU -- All Offender Registration files.

82.2.16 UNIFORM CRIME REPORTING PROCEDURES

- A. The Sedgwick County Sheriff's Office participates in the national uniform crime reporting program to help promote the development of good record-keeping and assist in maintaining a national data base of crime statistics.
- B. All offense reports received by the records section are assigned a uniform crime reporting (U.C.R.) code. All offense reports will also have Kansas state statues assigned to them for the appropriate crime.
- C. Hate/bias crime data and domestic violence data is submitted to the Kansas Bureau of Investigations. This information is then submitted to the F.B.I. in a quarterly report.

82.2.18 OPEN