



## **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.

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ISSUED BY: Sheriff Jeffrey T. Easter

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.

#### **82.2.12 ARREST INFORMATION RECORDING**

- A. An offense report shall be completed on all arrests made by Sedgwick County Sheriff's Office personnel, unless the arrest is for an issued warrant.
- B. Fingerprint impressions and mug shots shall be obtained on each subject booked into the Sedgwick County detention facility by a deputy. Fingerprint cards are submitted electronically to the F.B.I. Mug shots are stored electronically.
  1. Exceptions to the above are as follows:
    - a. Bond recalls, court orders, and commitments where the person has been incarcerated within the last year on that specific case will not be fingerprinted.
- C. Fingerprints will be submitted to the K.B.I. and F.B.I. on the following offenses:
  1. All felony offenses, no exceptions;
  2. All sex-related offenses;
  3. All theft offenses to include credit card(s) and check(s);
  4. All fraud offenses to include livery and hostelry;
  5. Unauthorized use of a motor vehicle or property;
  6. All check or withdrawal offenses;
  7. All drug-related offenses;
  8. Vandalism;
  9. Telephone harassment;
  10. Any weapon offense;

- 11. Child endangering;
  - 12. Non-support;
  - 13. Falsification;
  - 14. Resisting arrest;
  - 15. Assault to a deputy;
  - 16. Probation violation;
  - 17. Vehicular homicide; and
  - 18. When deemed necessary for identification purposes or requested by a supervisor.
- D. If fingerprint impressions are to be sent to the K.B.I., a Kansas Adult Disposition Report (KADR) form with all the necessary information shall be filled out and the transaction number will be recorded on the fingerprint cards.
- 1. If the criminal court number (CR) is available or it is a sheriff's office traffic case, the prosecutor disposition report form will be directed to the district attorney.
  - 2. If the charges are hold for state warrant (H.F.S.W.) the prosecutor disposition report form will be directed to the district attorney.
  - 3. If the charges are for another agency, the prosecutor disposition report form will be mailed to that agency.
- E. If a subject has been booked into the Sedgwick County detention facility before, that individual will have an old mug number and a fingerprint classification on the previous arrest card and/or in the departmental computer.
- F. When an individual is arrested a second or subsequent time, and is processed at the Sedgwick County Detention Facility, a new photograph will be taken if the previous photograph is one (1) year old and/or the previous photograph was not a quality photo.
- G. Juvenile fingerprints and photographs may be taken by law enforcement personnel investigating the commission of an act that would be a felony if committed by an adult and if there is probable cause to believe the juvenile may have been involved in the felonious act being investigated.

### **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.

#### **82.2.15 JUVENILE RECORDS SEPARATION**

- A. The separation of juvenile records from adult records is required by law. This separation includes field interrogation cards, offense reports, and arrest reports.
- B. Cases in which a juvenile is the victim of a crime (sex offenses, offense against family and children, etc.) will be stamped with the "JUVENILE" stamp in red ink at the top of the case jacket.
- C. Juvenile mugs and fingerprints are stored electronically separate from adult records, unless the juvenile has been adjudicated.

#### **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 statutes 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.

#### **82.2.17 RECORDING THE DISPOSITION OF CASES**

- A. Law enforcement agencies are generally well informed about arrest rates; however, they often are ill informed regarding the number of, and reasons for, cases being declined for prosecution or dismissed by the prosecutor. By knowing the number of cases declined or

dismissed and the underlying rationale for the prosecutorial action taken, law enforcement personnel can identify and correct departmental problems as well as those caused by other agencies.

- B. All cases presented for prosecution will have a final sheet prepared by the investigating deputy depicting the clearance status after the case is presented to the district attorney.
  - 1. The case clearance property report/property update form (89S019) is forwarded to Records.
  - 2. Disposition of cases is reviewed as specified in section [5.1.2](#).

#### **82.2.18 OFFENDERS REGISTRATION PROCEDURES**

- A. As set forth in the Offender Registration Act, K.S.A. 22-4901 *et seq.*, certain convicted offenders are required to register in person with the Sheriff's Office in the county in which the offender resides or intends to reside, maintains employment or intends to maintain employment, or attends school or intends to attend school. In addition, certain changes in the offender's information must be reported as well. The period of registration varies depending on the offense.
- B. Individuals who are required to register will be directed to contact the Offender Registration Unit (ORU) for registration. The ORU shall follow these procedures:
  - 1. Supply the K.B.I. offender registration forms to offenders who come in to register.
  - 2. Collect photographs, fingerprint cards, DNA, and registration forms, and electronically submit one (1) copy of the photograph, fingerprint card, and one (1) copy of the registration form to the K.B.I. within three (3) days of registration.
  - 3. Maintain a file for sex offenders containing one (1) copy of the photograph, fingerprints, and one (1) copy of the registration form.
  - 4. Upon request, provide the offender with one (1) copy of the registration form.
  - 5. Within three (3) days of being notified in writing by the offender of a change of address, electronically submit a copy of the notification to the K.B.I. and retain a copy for the records section file.
  - 6. Maintain security over all records section offender files.
    - a. Information required by the Offender Registration Act, K.S.A. 22-4901, is subject to release as provided by the Kansas Open Records Act, K.S.A. 45-215 *et seq.*; however, the open records act may allow for certain information to be withheld. C. Upon the offender's arrival ORU shall:
      - 1. Make two (2) sets of fingerprint cards of each offender with "Offender Registration" written in the offense block.
      - 2. Take photographs of each offender with the offender's name in the photo. (No mug number is necessary.)



### **82.2.19 RELEASE OF MUG PHOTOGRAPHS**

- A. Photographs may be released to other law enforcement agencies without restriction.
- B. Photographs may be released to the news media, other entities or persons if:
  - 1. The person has been processed through the Sedgwick County Detention Facility.
  - 2. The release is in the public interest.
  - 3. The release will not interfere with any prospective law enforcement action, criminal investigation, or prosecution.
  - 4. The release will not reveal the identity of any confidential source or undercover agent.
  - 5. The release would not endanger the life or physical safety of any person, and
  - 6. No authorized official of the arresting agency has requested that Records withhold release of the photograph.
- C. Photographs released shall not contain the name of the individual in the photograph nor shall they contain the date the photograph was taken.
- D. The only images that may be physically taken from Records by the media are prints of computerized mugs. No traditional photographic (developed from film) images may be removed.
- E. Photographs may be provided electronically (e-mail, etc.).
- F. Photographs must be released if they were shown to a public meeting of the Board of County Commissioners.