TUPELO POLICE DEPARTMENT

Standard Operating Procedures

Policy Number: 5.12
Subject: Records Department
Issue Date: 01-01-2022

POLICY

The Records Department is responsible for the centralized control of all police reports related to field operations.

Records Personnel assist the public with:

- Answer and route telephone calls.
- Make referrals to the appropriate department or agency when possible.
- Direct visitors to the appropriate office or employee.
- Maintain office records such as accident reports and offense reports.
- Assist citizens with records requests.
- Complete local background checks as needed.
- Take and route messages and instructions.
- Complete routine offense reports for citizens as needed.
- Work with TPD systems to perform wanted persons checks as necessary.
- Work with MJIC and NCIC to complete driver's license checks, felony warrant check, etc...

Other duties of Records Personnel may include ordering of supplies and accurately inputting monies received into Tupelo Munis System.

Records Personnel may also be required to be cross trained in other duties and functions of civilian employees such as CID Administrative Assistant.

Personnel

Normal staffing of the Record Department will be by non-sworn civilian personnel. That civilian staff will report to the Administrative Services Captain.

OPERATIONS

A. Routine Hours of Operation from 8:00 a.m. to 5:00 p.m. M-F.

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B. Security of Records area is accomplished by CCTV and locked cabinets.

INFORMATION REPOSITORY

TPD uses a Report Management Software (RMS) that allows unique case numbers to be assigned to each incident. It also allows incidents to be sorted by type and location as well as property to be categorized as stolen, found/recovered and whether or not it is evidence.

A. The Records Department shall maintain a repository of records – both hardcopy and digital – that includes, but is not limited to, the following:
   1. Incident Reports and Supplements.
   2. Traffic Accident Reports and Supplements.
   3. Arrest Reports.
   4. Other records as determined by the Chief of Police.

B. Data not maintained by Records Department shall be retained in the respective organizational divisions/units as authorized in specific General Orders applicable to that unit such as:
   1. Administrative Office records.
   2. North Mississippi Narcotics Unit (NMNU) maintains records of confidential informants, drug cases worked by Agents and their dispositions and
   3. Criminal Investigations Division (CID) maintains all criminal cases worked by Detectives.
   4. Training Center (NMLETC) maintains both internal training files on TPD employees as well as officer's files on basic and advanced classes.
   5. K9 bite reports and training/certification records.

C. Arrestee Information:
   1. Arresting officer will ensure copies of Arrest Reports are placed with Records.
   2. The Records Department will then file the arrest report where any bills for housing inmates can be cross referenced by the Administrative Lieutenant.

D. Criminal history files are maintained by TPD CID

E. Persons requesting to inspect any closed investigative files will be referred to the CID Commander, or his designee.

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F. Request for Data through Freedom of Information Request and/or Mississippi Public Records Act will be received and processed with guidance from City of Tupelo Legal Counsel and in accordance with the Mississippi Public Records Act of 1983.

G. Accident Reports are considered confidential and may only be released to certain persons under procedures outlined by statues MS Code 63-3-417. See Attached TPD

BACKGROUND CHECKS

A. Criminal justice agencies may request and receive criminal history information from the Tupelo Police Department in regards to felonies and all misdemeanors.

B. Non-criminal justice agencies may receive only that criminal record information in regards to arrests consistent with current MS Code and Tupelo Records Division Procedures. Copy of Procedures attached.

USE OF NCIC RECORDS

A. The Tupelo Police Department will maintain at least one National Criminal Information Center (NCIC) terminal which is managed by the FBI.

B. A minimum of one full time employee will be designated the Terminal Agency Coordinator (TAC).

C. TAC Responsibilities:

1. Complete the TAC Administrator course set up by the FBI.
2. Appoint, monitor and remove NCIC users as necessary. TAC administrator will also coordinate with various divisions to ensure proper training.
3. Periodically run audit reports of who is using the system and what information he/she is running.

D. System confidentiality: all information contained on the closed internet-based system is classified as For Law Enforcement Use Only and will be handled according to established federal guidelines.

1. All users will be trained on its proper use, capabilities and confidentiality with certification lasting 2 years. Every 90 days the TAC must update an authorized user's information in order for him/her to remain active.
2. Users misusing the system will have their privilege revoked and face disciplinary action (see TPD Policy 1.07).

   https://powerdms.com/link/Tup7859/document/?id=2040827

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Tupelo Police Records Division Procedures

Identification is required before releasing any report.

Accident Reports:

- Accident reports can be released to any party involved in the accident. (Walk-up, no fee)
- Accident reports may be released to an insurance agent, attorney or other representative with a signed release. ($3.00 processing fee. Check or Money Order only)
- Multi-media (photos, videos, etc…) and research charges vary. (Fee varies)

Incident Reports:

- Incident Reports can be released to the complainant. (Walk-up, no fee)
- TPD will not release a report to any person listed as an offender or suspect. A judge must issue a subpoena before a report is released to an offender or suspect.
- Reports released by subpoena. ($3.00 processing fee. Check or Money Order only)
- Multi-media (photos, videos, etc…) and research charges vary. (Fee Varies)

Local Background Checks:

- Covers City of Tupelo data only. (No Fee)
- Request must be in person with valid identification.
- This does not cover county, state or federal data bases.
- Forms vary. To speed up the process have all personal information filled out before making request.

Parade and Demonstration Permits:

- Permits should be applied for a minimum of 2 weeks prior to event. (No Fee)

John Quaka

John Quaka
Chief of Police

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