

WOONSOCKET POLICE DEPARTMENT

THOMAS F. OATES, III
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	410.01	12/3/2025	12/3/2025
TITLE		PREVIOUSLY ISSUED DATES	
Records		11/29/1994, 4/10/2013, 3/10/2022	
ACCREDITATION		RE-EVALUATION DATE	
CALEA Standards: 74.1.3, 82.1.1, 82.1.3, 82.1.4, 82.1.5, 82.1.7, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6 RIPAC Standards: 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8		1/11/2022, 10/1/2025	
SECTION		SUBSECTION	DISTRIBUTION
Support Operations		Records	All Personnel

RECORDS

I. PURPOSE

The purpose of this policy is to address the administration of field Reporting and record activities of the Woonsocket Police Department and assign responsibility for report review, report control, records maintenance, and records storage according to applicable law.

II. POLICY

It is the policy of the Woonsocket Police Department to recognize that the central records function is important to the effective delivery of law enforcement services. The records room will act as the central repository for all original copies of incidents, traffic, and arrest reports, and any other official reports.

III. PROCEDURE

A. Security and Privacy

1. Electronic criminal records will be stored in the Records Management System (RMS). [RI 15.2\(a\)](#) Access to the RMS is restricted to authorized personnel. [RI 15.2\(b\)](#)

2. Adult paper criminal records will be housed in the Records Room. [RI 15.2\(a\)](#) The Records Room will be locked when unattended. [RI 15.2\(b\)](#)
3. All paper juvenile arrest reports, release forms, etc., are securely stored in a locked file cabinet within the Juvenile Detective's office. [RI 15.3\(c\)](#)
4. Juvenile records entered into the computer filing system are coded as such to prevent the accidental release of information. [RI 15.3\(a\)](#)
5. The collection, dissemination, and retention of fingerprints, photographs, and other forms of identification for juveniles will be the responsibility of the Juvenile Unit. [RI 15.3\(b\)](#)
6. Juvenile identification records are stored separately from adults. Juvenile **status** offenders will not be processed. See General Order [350.01 Juvenile Process](#).
7. Disposition of juvenile records after reaching adult age and expungement when ordered by the court will be conducted per state law. [RI 15.3\(d\)](#)

B. Records Storage

1. All records (other than juvenile) are stored in the Records Room, where only authorized personnel are allowed access. [RI 15.2\(b\)](#) The following personnel will have access to keys for the Records Room:
 - a. Chief and Deputy Chief
 - b. BCI Unit
 - c. Administrative Assistant to the Chief
2. Any Personnel who require any paper records from the Records Room must submit the request to the BCI Unit. [RI 15.2\(c\)](#)
3. When finished, records will be returned to the BCI Unit to be filed.
4. Release of records will be done following the General Order [520.01 Release of Police Information and Media Relations](#). [RI 15.2\(d\)](#)

C. Computer Access and Security

1. Police department personnel can access computer records information only through the use of an assigned password. Records information may only be released according to department policy.
2. The Operations Captain serves as the system administrator for the RMS. [RI 15.4\(a\)](#)
3. The City of Woonsocket currently contracts with Apex Technologies Group to supply Information Technology (IT) services. IT Services serves as the administrator for the network access.
4. IT Services, in conjunction with the Operations Captain, will conduct an annual audit of the central records computer system for verification of all passwords, access authorization, and security systems. [RI 15.4\(e\)](#)

[RI 15.4\(b\)](#)

[RI 15.4\(d\)](#)

5. The Department's servers are secured in the Computer/Radio Server Room in the basement of headquarters. [RI 15.4\(b\)](#) Access is by authorized personnel only and is controlled by the electronic key card system. [RI 15.4\(d\)](#)
6. The network switches are also secured in the second-floor armory and the Uniform Officer-in-Charge office. [RI 15.4\(d\)](#)
7. IT Services will ensure the system is backed up at least once per day. [RI 15.4\(c\)](#)
 - a. Back-up data is encrypted and stored off-site via a "cloud-based" system.
 - b. Recovery of data requires authentication and the encryption key.
8. IT Services will ensure the ASA Firewall is updated at regular intervals to protect from outside threats.
9. IT Services will ensure anti-virus software is installed on each workstation and automatically updated. The anti-virus software shall be centrally managed to ensure the protection of all systems.
10. To prevent the accidental introduction of a computer virus into the records system, the disk drives of the majority of the department's workstations have been disabled.
 - a. Employees with workstations with active disk drives and/or internet access will have anti-virus software installed and receive training in scanning disks.
 - b. No software will be installed in the system without the authorization of IT Services.
5. The department normally will not routinely monitor employees' e-mail or any other electronic documents. However, when such information is stored on the department's systems, authorized employees may have the occasion to review and disclose the contents of such files for reasons including, but not limited to, system maintenance, quality control, or enforcement of other department policies.

D. Records Retention

Retention of all records is governed by state law and guidelines outlined by the Secretary of State. See "Records Retention Schedule."

E. UCR Reporting

1. The Woonsocket Police Department participates in the Uniform Crime Report (UCR) program.
2. All reports are compiled by the BCI Unit and sent quarterly to the Rhode Island State Police per RIGL, following the guidelines for submission to the National Incident-Based Reporting System.

F. Report Review

1. The officer-in-charge (OIC) or their supervisory designee will review all reports of officers working during their shift. [RI 15.5\(e\)](#)
2. All reports are to be completed by officers at the end of their work shift (minor incidents may be completed the following shift at the discretion of the OIC) and are to be reviewed by a supervisor. [RI 15.5\(d\)](#)
3. Reports will be reviewed for, but not be limited to, the following: [RI 15.5\(e\)](#)
 - a. Accuracy;
 - b. Clearness;
 - c. Spelling and punctuation;
 - d. Names of involved parties;
 - e. Completeness; and
 - f. System errors
4. Reviewing supervisors should ensure that arrest reports include an articulation of probable cause and all elements of the crime.
5. Reviewing supervisors will document their review of each report by approving it in the Records Management System (RMS).
6. Once approved, the reviewing officer will forward the RMS Case using the "PD Case Disposition Screen." Cases can be forwarded or closed as listed below:
 - a. The case is complete, no errors, and no need for follow-up – The Case Status will be closed.
 - b. The case requires follow-up by Detectives (all open-case crimes) – The Case Status remains open, and select the Case Disposition, "Referred to Detective Bureau."
 - c. All cases that require follow-up by a Juvenile Detective (All open case crimes) - The Case Status remains open, and select the Case Disposition, "Referred to Detective Bureau."
 - d. All Crash Reports will be approved by the Officer-in-Charge. – The Case Status will be closed unless the crash resulted in a crime.
 - e. All arrest cases that do not require follow-up – The Case Status will be closed with the appropriate Case Disposition (Closed by Arrest).
7. At least once a month, the BCI Lieutenant or their designee will conduct a computerized audit to identify errors or omissions in reports.
8. Reports with errors will be forwarded to the respective OIC, who will ensure that the reports are corrected by the officer.

G. Field Reporting and Management

1. Case reports will be required when: [RI 15.5\(a\)](#)

- a. Crime has occurred or investigation of a possible crime; [RI 15.6\(a\)](#)
 - b. All reported Domestic Disturbance incidents;
 - c. All incidents involving minors;
 - d. Forced entry has been made by any government agency (i.e., Fire Department);
 - e. Fire investigations;
 - f. Sudden death;
 - g. Lodging of persons for other agencies;
 - h. Animal complaints that are handled by officers when Animal Control is unavailable;
 - i. Abandoned vehicles that are not traceable and/or are towed into custody;
 - j. Found property not traced to a previous case;
 - k. Detention of a suspicious person (no charges);
 - l. All arrests;
 - m. All incidents in which a person was handcuffed;
 - n. All incidents resulting in a search of a person (including patdowns) or a place;
 - o. Towed motor vehicles; and
 - p. Case reports are not required in other events in general; however, a supervisor may direct that one be done.
2. An official record will be made of actions taken by law enforcement personnel, whether in response to a request for service or self-initiated activity.
 3. Original case reports are to be submitted to a supervisor for review [RI 15.5\(e\)](#), and then forwarded to the Detectives Division for processing and distribution. All inactive/closed case reports will be sent to the records room.
 4. Follow-up reports should be included in the original file within ten (10) days. [RI 15.5\(d\)](#)
 5. Field reporting forms include: [RI 15.5\(c\)](#)
 - a. Incident Reports (Crime and Non-Crime);
 - b. Crash Reports;
 - c. Arrest Report;
 - d. Victim/Witness Statement;
 - e. Field Interview Report; and
 - f. Supplemental Reports.
 6. All relevant fields of the RMS-generated reports should be filled out as completely as possible. [RI 15.5\(b\)](#)
 7. Every incident that comes within the following categories will be recorded in the Computer-Aided Dispatch (CAD) system:
 - a. Citizen reports of crimes; [RI 15.6\(a\)](#)
 - b. Citizen complaints; [RI 15.6\(b\)](#)
 - c. Citizen requests for service when:

- 1) An officer is dispatched to the scene; [RI 15.6\(c\)](#)
- 2) An officer is assigned to investigate; or [RI 15.6\(c\)](#)
- 3) An officer is assigned to take action at a later time. [RI 15.6\(c\)](#)

- d. Criminal and non-criminal cases initiated by law enforcement officers; [RI 15.6\(d\)](#)
- e. Motor vehicle stops, whether a citation is issued or not, and
- f. Incidents involving an arrest or summons. [RI 15.6\(e\)](#)

8. Department employees may forward any recommendations regarding the report system through the chain of command to the Chief, or designee, who will be responsible for evaluating the recommendation and notifying the employee involved of their evaluation.

H. Case Numbering System [RI 15.7](#)

1. Case report numbers are issued through the CAD system.
2. The numbering system ensures that all cases receive a number, that no numbers are omitted, and that no numbers are duplicated.
3. Case numbers (PD Case#) follow the following format: (xxxx-yyyyyy)
 - a. “xxxx” is the year of the case.
 - b. “yyyyyy” is the sequential number of the report.

4. All incidents of police service will be issued a call number (P#) in the following format: (xx-yyyyyy)
 - a. “xx” is the year of the incident.
 - b. “yyyyyy” is the sequential number of the incident.

5. All reports are completed within the single case number.

I. Records and Report Distribution

1. The OIC will be responsible for ensuring that all reports are entered into the computer system and distributed to the appropriate Division, Detectives, Prosecution, Juvenile, etc.
2. The Detective and Prosecution Division will be given the original printed case reports; other divisions will be given copies of case reports.
3. The RMS can produce a variety of customized reports based on the authorized user’s criteria. These reports include:
 - a. Service calls and crimes by type;
 - b. Service calls and crimes by location; and

- c. Stolen, found, recovered, and evidentiary property files.
4. Officers or civilian employees requesting a copy of a case report for any non-official purpose will submit a "Records Request Form" to the BCI Division.

J. Traffic Citations

1. The eCitation paper is obtained from the State of Rhode Island and stored in the Report Writing Room.
2. The Woonsocket Police exclusively use eCitation to issue citations. Citation books are no longer issued to officers. [RI 15.8\(a\)](#)
3. The Traffic Unit will forward all completed citations to the appropriate agency [RI 15.8\(b\)](#), and maintain the Woonsocket Police Department copies in a secure area. [RI 15.8\(c\)](#)
4. Completed citations will be retained following the records retention schedule.

K. Records Maintenance

1. All incident, traffic accident, and arrest reports (other than juveniles) generated by the Woonsocket Police Department are maintained in the records room.
2. Other reports and records, both official and unofficial, may be stored in areas including the following:
 - a. Chief's Office and or the administrative assistant
 - 1) Personnel records; and
 - 2) Commendations.
 - b. Operations Division office
 - 1) Department property inventory; and
 - 2) Personnel records (i.e., vacation, sick leave, compensatory time, etc.).
 - c. Internal Affairs office
 - 1) Citizen complaints; and
 - 2) Internal Affairs reports.
 - d. Training Office
 - 1) Training Records
 - e. Detective Division
 - 1) Active case files;

- 2) Intelligence files;
- 3) Confidential informant files; and
- 4) Field interview reports.

f. Administrative Assistant and /or Records Clerk

- 1) Budget revenue/expense;
- 2) Accounts payable; and
- 3) Payroll/overtime.

L. Arrest Information

1. People arrested by the Woonsocket Police Department are transported to the cellblock area, where they are processed and their information is documented.
2. All arrestees (other than juvenile status offenders) are fingerprinted and photographed.
3. The booking officer will enter information on all prisoners into the RMS.
4. All records will be updated as warranted.
5. All arrest reports will be forwarded to the Prosecution Division.

M. Warrant and Wanted Persons File

1. The Communications Center will act as the repository for all active arrest warrants and restraining orders lodged at the Woonsocket Police Department.
2. Detectives will enter all warrants into the RMS. The warrants will then be forwarded to the Communications.
3. The dispatcher will enter/delete the warrants into the NCIC and/or RILETS System.
4. According to the policy of the R.I. Department of Attorney General, entry of felony warrants into the national NCIC system must be approved by the Attorney General's office to ensure extradition. The Detective Division OIC, or their designee, shall obtain said authorization before entry of the warrant by dispatch.
5. Any request for apprehension originating from an outside agency will be forwarded to the OIC of the on-duty platoon.
6. All warrants will be made accessible 24 hours a day.
7. Any information received on an active arrest warrant will be verified with the respective agency in possession of the signed warrant.
8. RILETS and NCIC guidelines shall be followed when answering/replying to extradition requests.

N. Destruction of records

To provide for the confidentiality of records, paper or hard copies shall be purged according to the records retention schedule. Records shall be shredded or burned as part of the purging process.

1. Electronic media shall be rendered unreadable before disposal.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police.