



SYKESVILLE POLICE DEPARTMENT

Records Operations

General Order 1-11

Effective: 10/10/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures for Records Operations for the Sykesville Police Department.

II. POLICY

It shall be the policy of the Sykesville Police Department to utilize the following standards set forth in order to foster the accomplishment of the Agency's mission in an accurate, efficient, and timely manner.

III. PROCEDURES

A. Accessibility of Records

1. The Chief of Police, and the Administrative Assistant will control the accessibility of all reports, records, and other information stored in the Records Section.
2. Personnel requiring a report, file or document not contained in the RMS shall submit a request to the Records Section. The Records Section will then make a copy of the file and place it in the requesting personnel's mailbox.

B. Records Operations

The Records Section maintains a repository of records which includes:

1. Incident Reports
2. Arrest Reports
3. Traffic Collision Reports
4. Citations (Traffic, Civil, and Criminal)
5. Missing Persons Reports
6. Invoices, payment orders, receipts
7. Other records and reports relating to the operation of the department

C. Online RMS Master Indices

The Interact Records Management System contains a Master Indices section for the following categories:

1. Person
 - a. Complainants
 - b. Witnesses
 - c. Persons Arrested
 - d. Suspects
 - e. Victims
2. Address
3. Organization
4. Vehicle
5. Property
6. Gang

This information is available to all authorized personnel with the Agency through the RMS system or retrieval by Records personnel.

D. Incident Report Files

1. An Incident Report and Carroll County Detention Center Central Booking Arrest/Intake Report are to be completed on all persons arrested by the Sykesville Police Department. A copy of the Arrest/Intake Report will be maintained in the Incident Report file. Incident Reports are filed sequentially by case number and year.
2. All paperwork relating to an incident where an arrest or arrests were made will be filed in an Incident Report File. This file contains the following information:
 - a. An incident or alcohol influence report;

- b. A copy of the arrest slip for each person arrested, either in the form of the Arrest/Intake Report or Central Booking Offender Information reports;
- c. A copy of each arrested person's photograph, if available; and
- d. Any other paperwork associated with that particular incident.

E. Warrant and Wanted Persons File

- 1. A log book will be maintained of warrants and wanted persons by the Sykesville Police Department. Every warrant and want received will be entered into the log book.
- 2. Information may be received from other jurisdictions addressing warrants and wanted persons over the telephone or through the U.S Mail. As a general policy, telephone communications will be followed up by information over the MILES/NCIC terminal.
- 3. Information received from other jurisdictions will be verified either over the telephone or a MILES/NCIC terminal before an arrest is made of a suspect when the computer indicates an outstanding warrant from another jurisdiction. If necessary a phone call to the court may be made to verify an open warrant
- 4. After a warrant is served, the arresting officer will notify the MILES/NCIC terminal operator immediately to remove the warrant from the MILES/NCIC computer.
- 5. The closed warrant file is forwarded to the supervisor for removal from the log book and copies are sent to District or Circuit Court.

F. Traffic Enforcement Records

- 1. While most traffic enforcement is conducted electronically through the ETIX system, there are occasions when paper copies of traffic citations are needed, i.e., new officer. Therefore, the following regulations pertaining to the issuance and voidance of traffic enforcement records shall be followed:
 - a. Traffic citations are stored in a secured, locked area. The Training Supervisor is responsible for issuing and maintaining traffic citations. The Citation Book Ledger located at the citation storage site must be completed upon issuance of each citation book.

- b. Officers will complete the Citation Book Receipt attached to the front cover of the citation book. The Receipt is turned into the Training Supervisor.
- c. Officers shall keep account of all citations issued on the tally sheet provided in the front of the citation book. When the Citation Book has been exhausted, the completed tally sheet is to be turned into the Training Supervisor.
- d. Officers shall report lost or stolen citations to their supervisors immediately. A report shall then be generated through the chain of command indicating the circumstances of the theft or loss. The Training Supervisor shall then notify the Motor Vehicle Administration of the loss or theft.
- e. Voiding Traffic Citations (paper copies only)
 - (1) When officers need to void a citation, they shall submit all the copies (to include the officer's pink copy) and the reason for voiding of the citation to their supervisor with the bottom portion of the citation completed to include the officer's signature.
 - (2) The supervisor will date and sign the citation and forward it to the Chief of Police for processing.
- f. The State's Attorney's Office will be contacted if charges against a violator need to be amended. Officers will then be informed of the proper procedure for accomplishing this.
- g. Audits of citation books will be accomplished by the Motor Vehicle Administration or at the direction of the Chief of Police.

G. Traffic Statistical Records

- 1. The Sykesville Police Department traffic records are maintained by the Records Section. Traffic statistical reports not specifically filed in the Records Section are maintained by the section generating the report.
- 2. The traffic records system contains the following records and/or data:
 - a. Collision Reports (ACRS)
 - (1) Once ACRS reports are entered into the system and reviewed by a supervisor, a copy will be filed in the Records Section. Data collected includes, but is not limited

to, location, date, time, weather, and primary collision cause.

- (2) Original Collision Reconstruction reports are filed with the original collision report and maintained by the Records Section.
- (3) If the collision involves town property, a copy of the report will be sent to the Town's Risk Manager.
- (4) If the collision involves a Sykesville Police Department vehicle, a copy of the report will be sent in detailed report format, through the chain of command ultimately to the Chief of Police.
- (5) If the collision involves a utility pole, a copy of the report will be sent to the appropriate utility company.
- (6) If the collision involves State of Maryland property, a copy will be sent to the appropriate State office (i.e., SHA, etc).

b. Traffic Enforcement Reports

- (1) Citations/Warnings/Equipment Repair Orders

All "Police Department" paper copies of traffic citations, warnings and equipment repair orders are filed in the Records Section. Data collected includes, but is not limited to, location, date, time, and violation.

- (2) Traffic Arrests

All traffic arrests are documented on an Incident Report and reviewed and approved by a supervisor, at which time they are to be filed in the Records Section. Data collected includes, but is not limited to, location, date, time, and violation.

H. Incident Report Review Process

1. All Incident Reports (traffic or criminal) shall be submitted for supervisory review before the investigating officer goes off duty. A patrol supervisor shall review the reports to ensure that they contain complete and accurate information.
2. All paperwork relating to the same incident shall be submitted together.

3. Arrests relating to criminal cases are to be forward to the Records Section after review.
4. Reports not completed or needing further investigation will be assigned to the investigating officer for follow up and supplemental reports will be submitted.
5. In the case of a traffic or criminal arrest, copies of all paperwork relating to the arrest are copied and sent to the State's Attorney's Office (upon request). Copies of the citations and collision reports are distributed and filed as outlined above.

I. Recording Arrest Information

In accordance with G.O. 6-11, an Incident Report is to be filled out for every arrest, including physical arrests on traffic offenses. This report will be completed by the arresting officer and should be filled out as completely and accurately as possible

J. Central Booking Arrests

1. All on-view adult arrests will be processed through Central Booking, to include traffic offenses (except those identified in G.O. 6-11).
2. Central Booking personnel will obtain all descriptive information on the subject to include name, date of birth, address, etc. All subjects processed through Central Booking are fingerprinted and photographed.
3. Fingerprinting is done and forwarded to the State immediately for identification.
4. Fingerprints and photographs are retained in the Central Booking computer and are available for retrieval upon request.
5. A Central Booking packet with all descriptive information in the form of an Offender Arrest Information Report and Arrest/Intake Report plus a computer generated photograph are forwarded to the Police Department where it is matched with any other paperwork from the incident.
6. The arrest packet is forwarded to the Records Section for processing.
7. The information gathered through Central Booking is also available for statistical reports.

K. Arrests Not Processed Through Central Booking

Under the following circumstances an arrested person should not be processed through Central Booking. In these incidences, an Incident Report will be completed on each person arrested by the arresting officer.

1. Juvenile Arrests or Referrals

No juvenile will be taken through Central Booking.

2. Fingerprinting and Photographing

When a person is not taken through Central Booking, fingerprints and photographs will be taken on Juvenile Arrests following guidelines set forth in General Order 6-20.

L. Records Maintained Outside of the Records Section

1. Most physical copies of reports generated by the Sykesville Police Department are maintained in the Records Section with older reports stored in Records Storage. Some records, usually of a confidential nature or containing sensitive information are maintained outside the Records Section. These records are available only to the Chief of Police or Administrative Assistant for review.

2. Other reports and records, both official and unofficial, which are maintained by the various components with the Police Department include but are not limited to the following:

a. Supervisors - Personnel records, correspondence files.

b. Internal Affairs - Internal Affairs investigation files.

M. Uniform Crime Reporting Procedures

1. All incident and arrest report data are entered into the Records Management System, along with the offense classification code for each incident. The offense codes are then automatically assigned a Uniform Crime Reporting (UCR) code by the RMS.

2. At the end of each month, Records personnel will run the computer generated UCR Report and forward it, along with any generated supplements, to: UCR Central Records Division, Maryland State Police, 1711 Belmont Ave., Pikesville, Maryland.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Order 82.2, entitled Records Operations, dated December 31, 2001.