

WINNEBAGO COUNTY SHERIFF'S DEPARTMENT

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Chapter:	Standard Operating Procedures				
Subject:	Central Records: Administration				
CALEA:	15.1.1	61.3.1	82.1.1	82.1.2	82.1.5
	82.2.1	82.2.2	82.2.3	82.2.4	82.2.5

I. POLICY

To control, maintain, retrieve and disseminate department records within the guidelines established by Illinois Compiled Statutes.

II. PURPOSE

To identify the management of resources relevant to the administration of the records function within the department.

III. DEFINITIONS

As used in this document, the following definitions shall apply:

- A. CAD - Acronym for computer aided dispatch system. CAD provides customized dispatch, inquiry task areas, mapping features, and an interface with ANI/ALI Enhanced 9-1-1 feature for the public safety agencies within Winnebago County.
- B. CHRI: - Acronym for Criminal History Record Information. CHRI is information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detention, indictments, information, or other formal criminal charges, and any disposition arising there from.
- C. I-UCR - Acronym for Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.
- D. Motorola - The company name for the computerized computer software system that provides data processing capabilities as it relates to: 1) the department's correctional component (i.e., inmate booking data, historical data on inmates, and inmate/visitors records); a variety of management reports; 2) evidence/recovered property management; 3) officer case assignment tracking; 4) legal paper management; and 5) computer aided dispatch.

- E. LEADS - Acronym for Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice communities in the State of Illinois.
- F. NCIC - Acronym for National Crime Information Center. NCIC is operated by the Federal Bureau of Investigation. The NCIC computer, located in Washington, D.C., is connected directly to the LEADS and to other law enforcement computers or terminals in all other states.
- G. PIMSNet - Acronym for Police Information Management System. PIMS is a regional computerized police records system administered by the Illinois Criminal Justice Information Authority and fulfills many of the data processing requirements of the department; i.e., the storage and retrieval of offense and incident reports, arrestee information, the collection and analysis of crime data for patternable offenses, a variety of management reports and collection of Illinois Uniform Crime Report data.
- H. Records - An official document that records information which includes, but is not limited to, the following: original incident reports, supplemental reports, attachments, accident reports, and other related type documents and or electronic data.

IV. RECORDS COMPONENT

- A. The department maintains a formally organized central records component within the Records Section of the Administrative Services Bureau.
- B. The Records Section is the central repository for the department's records and will have the primary responsibility for report control, record maintenance (archiving & destruction), record retrieval, and dissemination of records.
- C. The Records Section is staffed by non-sworn civilian personnel and is accountable to the Records Supervisor.

V. RECORDS UNIT FUNCTION

- A. The functional responsibilities assigned to the Records Section includes, but are not limited to:
 - 1. Report Review: The report review function is the responsibility of the first line supervisor of the officer authorizing the report. The review is made to insure completeness and accuracy of all reports submitted, and that all required reports are submitted. The Records Section will conduct a secondary review of reports and include proper PIMS and UCR Coding.

2. D-Base Entry: The Records Section will review data for programs designed to collect traffic citation information for tracking, accountability, and audit procedures.
3. Report Control: The Records Section will control the availability and confidentiality of all records.
4. Records Maintenance: The Records Section will maintain all records and distribute copies to authorized persons/agencies.
5. Records Retrieval: Filing and retrieval of records will be by the case number assigned by the CAD computer.
6. Legal Process: The Records Section will provide records maintenance related to the process (criminal).

VI. DOCUMENTATION OF POLICE ACTION

- A. Every incident in one or more of the following categories, if alleged to have occurred within the jurisdiction of the department shall be documented.
 1. Citizen reports of crime;
 2. Citizen complaints;
 3. Citizen requests for service when:
 - a. A deputy is dispatched,
 - b. A deputy is assigned to investigate, and
 - c. A deputy is assigned to take action at a later time.
 4. Criminal and noncriminal cases initiated by officers; and
 5. Incidents involving arrests, citations, or summonses.
- B. Appropriate recording of the incidents described in paragraph A of this section shall be determined by the nature of the incident, the action taken, and the results realized. The documentation may be in the form of a CAD ticket, a completed incident report, supplemental report, or an accident report.
- C. All reports of incidents forwarded to the Records Section shall be recorded and maintained according to a numbering system that provides the assignment of a unique identification number to each incident regardless of the number of persons reporting the incident.

VII. SPECIFIC REPORTING REQUIREMENTS

- A. Reports and records that document police activity will include, at a minimum, the following information:

1. The date and time of the initial report;
2. The name (if available) of the citizen requesting the service or the victim's or complainant's name;
3. The nature of the incident; and
4. The nature, date, and time of action taken (if any).

VIII. REPORT FORMS

- A. Department employees shall use the appropriate electronic report form(s) to document incidents and investigations. The type of report to be used shall be determined by the nature of the incident being reported. Deputies are to refer to the Report Writing Manual for detailed reporting instructions.
- B. Electronic Forms generally used in field reporting include:
 1. Original incident report,
 2. Supplemental report,
 3. Accident report, and
 4. Evidence/Property Custody Document form.
- C. The Report Writing Manual provides guidelines for the form(s) to be used and procedures to be followed in completing field reports.

IX. CASE NUMBERING SYSTEM

- A. The department employs an incident reporting system which requires the assignment of a sequential number to every reported incident.
- B. Each incident shall be assigned a different case number.
- C. The case number shall also designate the appropriate agency.
 1. For example, the first reported incident for 1998 will be "98-000001 for incidents occurring in Winnebago County. The first reported incident for 1998 for Machesney Park will be "98-500001." Each incident thereafter, regardless of type, will be assigned the next sequential number for the appropriate agency.
 2. The assignment of case numbers is the responsibility of the E 9-1-1 Central Dispatch Communications Center.

X. SUPERVISORY REPORT REVIEW

- A. Every written report submitted by a deputy of the department will be reviewed by a supervisor of the section or division to which the deputy is assigned. Preferably, the supervisory review should be a function of the first-line supervisor to ensure that the assignment has been satisfactorily completed and reported.

1. The initial reviewer will verify the report electronically in the database.
- B. All incident reports submitted will be carefully reviewed and checked by the supervisor for the following:
 1. Crime elements are detailed,
 2. Criminal procedures are documented,
 3. Departmental directives are adhered to,
 4. Completeness,
 5. Clarity,
 6. Legibility, and
 7. Grammar and spelling.
- C. Reports not verified/approved will be returned to the deputy for required corrections

XI. REPORT DISTRIBUTION

- A. Internal Distribution: All Records Section personnel have authorization to release reports to department personnel upon completion of the required report sign out log. Proper identification will be required unless the requesting personnel is personally known by Records Section personnel as being an authorized recipient of the requested information.

1. Incident and supplemental reports shall be disseminated in the following manner:

Original- Records Section

Copy - 3-ring binder (USD or MP)

Copy - States Attorney (if an arrest is made), or victim/Witness (if domestic violence case), or Front desk (if intent to prosecute case)

Exception 1: Reports involving a minor of 16 years of age and under who is arrested, is a suspect of a crime, or is a victim of a crime and all reports pertaining to alleged County Liquor Code violations shall not be separated. The intact report and all copies shall be forwarded to the Detective Bureau commander. For additional guidelines and procedures that may be applicable, refer to **General Order 5-444.1, Juvenile Operations**.

Exception 2: A copy of all reports involving narcotics information, narcotics arrests, and/or the seizure of property resulting from narcotic related incidents shall be forwarded electronically to the Metro Narcotics Unit. For additional guidelines and procedures that may be applicable, refer to General Order 5-074.8, Seizures Of Property (Criminal Asset Forfeiture).

2. Copies of accident reports shall be disseminated in the following manner:
 - a. Records Section (IDOT)
 - b. Records Section (Co. Highway)
 - c. States Attorney (if arrest made)
 - d. News media copies will only be made if the supervisor reviewing reports believes the accident would generate media attention.
 3. Hit-and-run (unresolved) accident reports shall be disseminated in the following manner:
 - a. Records Section (IDOT)
 - b. Records Section (Co. Highway)
 - c. News media copies will only be made if the supervisor reviewing reports believes the accident would generate media attention.
 - d. Deputies shall photocopy their own accident reports for follow-up purposes.
 4. Evidence/Property Custody Document reports shall be disseminated in the following manner:
 1. Original (stays with evidence)
 2. Property Custodian
 3. Owners receipt (when applicable)
 4. Records Section
 5. States Attorney
- B. External Distribution: The Records Section shall be responsible for the release and distribution of all records. All Records Section personnel have authorization to release reports to other law enforcement agencies upon verification and to the State's Attorney's Office upon completion of the required report sign out log.
1. The determination of the release of records by authorized personnel will be based on the Illinois Freedom of Information Act. For additional guidelines and procedures that may be applicable, refer to **General Order 5-082.3, Freedom of Information Act: Access To Information**.
 2. The release of records to the public must be authorized by the Administrative Services Bureau Commander or his designee, Uniform Services Bureau Commander, Detective Bureau commander, Chief Deputy, or Sheriff.
 3. All public requests for records should be completed on Freedom of Information Act forms and forwarded to the Administrative Services Bureau supervisor or his designee.

XII. STATUS OF REPORTS

- A. The case status of each report must be reviewed by supervisors for accuracy.

- B. All original copies of reports will be maintained electronically.
 - 1. The Records Section will make all copies and the original report will not leave the records area.
 - 2. The Detective Bureau commander may authorize that the electronic report be Password protected electronically until investigation is completed.
- C. If a report requires a follow-up investigation by the reporting officer, the officer will attempt to complete the investigation in a timely fashion. In any event this follow-up should be completed in thirty days.
- D. All patrol, investigative, and court-related supplemental reports will contain the same incident report number as the original investigation and shall receive the same review process as the preliminary case report. The supervisor of the employee responsible for the completion of a supplementary report shall ensure that it is completed, reviewed, and forwarded to the Records Section in a timely fashion.
- E. The Detective Bureau commander is responsible for assigning cases for investigative case status control.

NOTE: For additional guidelines and procedures that may be applicable, refer to **General Order 5-341.3, Patrol Investigations** and **General Order 5-442.1, Criminal Investigations**.

XIII. REPORTING AND RECORDING PROCESS REVIEW

- A. On an annual basis, the Administrative Services Bureau supervisor or his designee shall conduct a documented audit and evaluation which focuses on the requirements described in this General Order. This report shall be distributed to all division commanders, Bureau commanders, Chief Deputy, and Sheriff and include, but not be limited to:
 - 1. Solicited input from representatives of each division regarding suggested needs or changes to existing reports.
 - 2. Listings of significant report writing errors and repetitive report writing problems for all employees to review.
 - 3. Suggested changes to the Report Writing Manual.
- B. The purpose of the audit and evaluation is to improve the overall quality of police reports. It is a method of informing all personnel about problems with police reports so that improvements can be made.

XIV. PRIVACY AND SECURITY PRECAUTIONS

- A. Privacy and security precautions for the department are in accordance with the:
1. Illinois Uniform Conviction Information Act as amended, effective January 1, 1991 (Illinois Compiled Statutes, 20 ILCS 2635/1, et seq.).
 2. Illinois Juvenile Court Act of 1987 (Illinois Compiled Statutes, 705 ILCS 405/1-1, et seq.).
 3. Illinois Freedom of Information Act, as amended January 1, 1989 (Illinois Compiled Statutes, 5 ILCS 140/1, et seq.).
- B. The privacy and security of criminal history record information (CHRI) is in accordance with the U.S. Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois Law Enforcement Agencies Data System (LEADS) User's Agreement.
- C. The Computer Services Section Coordinator or his/her designee shall sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). The Computer Services Section shall maintain written documentation of the steps taken to sanitize or destroy electronic media and shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.
- C. Personnel are on-duty in the Records Section from 0800 hours until 1930 hours, Monday through Friday. During this time Records Section Personnel are the only personnel authorized to obtain hard copy records information from within the Records storage area. When Records Section personnel are not available, the Uniform Service Division shift sergeant is authorized, under exigent circumstances, to physically access the Record Section.

XV. RECORDS RETENTION SCHEDULE

- A. The department has a records retention schedule which is consistent with the State of Illinois Local Records Act retention schedule (Illinois Compiled Statutes, 50 ILCS 205/1, et seq.). A copy of this schedule, prepared by the Illinois Secretary of State's Local Records Commission, is available in the Administrative Services Bureau. Additional information may be found in the *Illinois Local Records Management Handbook* located in the Records Section offices.
- B. Before destroying any department records, all personnel shall follow the guidelines set down by the above listed publications and schedules.



Gary Caruana, Sheriff

10/22/18

Approval Date