

GENERAL ORDER 82.2.1

Records System

GENERAL ORDER CROSS-REFERENCE: 82.5.1, 82.5.2

SUMMARY

Establishes a procedure for the intake and handling of all reports, citations, and warrants.

DISCUSSION

None.

POLICY

I

RECORDS SECURITY

The records section is a protected and secured area of the Department, secured by locked doors and windows. Only authorized personnel are allowed in the records area and only employees or designee are allowed to remove records from files. The records department shall perform periodic audits of reports to assure records integrity.

Records shall only be released in accordance with State statute, at the direction of the City Attorney, and G.O. 82.5.1, 82.5.2.

Computer terminals shall be positioned so as to prevent unauthorized viewing. Terminals shall be logged out when unattended.

II

POLICE REPORTS

Incident (offense), arrest and traffic accident reports are filed electronically since November 19, 2013; reports written prior to that time are filed in the records area in case number sequence by year.

A daily log is auto-generated and emailed to all supervisors and Command personnel on all police activities for the previous 24 hours.

Traffic citations (paper) are filed numerically by year. Electronically issued citations associated to a police case number are printed and filed numerically by year of issuance. Electronic citations with no case number are stored within the database

Oregon Computerized Criminal History (CCH) regulations prohibit CCH printouts from being retained with offense reports in Department files. These printouts shall be destroyed as soon as they are no longer necessary for the immediate processing of a case.

III

REPORT STORAGE

All original Department police reports are retained in Records' files. Other files, such as Informant files, , Intelligence files, and active case files in Investigations are records which may be retained in areas outside of the main Records Division. Refer to the individual policy for storage and handling information for such files.

IV

REPORTS

Police reports are approved by supervisors and forwarded to Records for processing. Copies are made and distributed according to the distribution schedule or at the direction of a supervisor. Information from reports is entered into RMS based upon Oregon National Based Incident Reporting standards. Information can be retrieved by name, case number or location.

All reported stolen property is entered into the RMS. Unserialized items remain in the local RMS only; serialized items are also entered into LEDS and NCIC according to their standards.

V

FIELD INTERVIEWS (FI's)

Field Interviews (FI's) are submitted to a supervisor for approval and forwarded to Records to be copied and distributed.

VI

RESTRAINING ORDERS

Restraining orders are issued by Circuit Court. All original orders are on file at LCSO, and shall be confirmed prior to any action being taken. Upon receiving a complaint about a violation of a restraining order, contact will be made with LCSO to request a copy of the most recent restraining order on file to be faxed to our department.

A copy of the restraining order shall be attached to the original report and sent to the District Attorney if an arrest is made for violating the restraining order

VII SECOND HAND DEALER (PAWN) SLIPS

Second hand dealer slips turned into SPD are entered directly in Leads Online by Records personnel. Once all information has been entered, the original second hand dealer slip is filed in ISD.

VIII TRAFFIC CITATIONS

Handwritten traffic citations are approved by watch commanders and sent to Records for processing. Electronic citations are printed and processed by Records. All citations are entered into RMS by Records personnel.

IX WARRANTS

All original warrants shall be brought to Records directly from the court. The warrant will be date stamped on the back and entered into the warrant module in RMS. This procedure establishes a record of all warrants issued to our Department by the courts.

The original case shall be checked for verification of charges, identifiers and case number. An Oregon CCH shall be run for further identifiers, per entry guidelines. The master name record shall be updated with any additional information.

Circuit Court warrants shall then be entered into LEADS and NCIC systems in accordance with the current guidelines from the District Attorney's Office. Municipal Court warrants shall be entered into LEADS.

Once the computer entry is made and second person verified, the original warrant is filed in the warrant drawer in dispatch alphabetically, and separated by the issuing court.

When an agency outside the State of Oregon arrests someone on our warrant the extradition must be approved by the District Attorney. Dispatch shall notify Records of pending extradition for follow up with the District Attorney's office. When extradition is approved by the DA the original warrant and any associated teletypes are sent to LCSO for extradition. If extradition is denied, the warrant will be re-entered according to the DA's recommendations and the arresting agency notified to release the hold.

Richard L. Lewis
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