



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **RECORDS**

NUMBER: 10.01

ISSUED: 06/23/2020

EFFECTIVE: 06/23/2020

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 10.1.1, 10.1.2,

10.1.3, 10.1.4, 10.1.5, 10.1.6,

10.1.7, 10.1.8, 10.1.9

SCOPE: All Sworn and Non-Sworn Personnel

DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI Statutes §§19.31-19.39 and City Ordinance 3.085

---

INDEX AS: Incident Reporting  
Master Name File  
Records  
Records Repository  
Releasing Information  
Traffic Citation Records Maintenance

PURPOSE: The purpose of this Policy & Procedure is to establish procedures to ensure that the records of the Sturgeon Bay Police Department are gathered and maintained in a lawful manner and that all traffic citation records are maintained properly.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECORDS REPOSITORY
- IV. INCIDENT REPORTING
- V. MASTER NAME FILE

## VI. TRAFFIC CITATION RECORDS MAINTENANCE

### I. POLICY

- A. It is the policy of the Sturgeon Bay Police Department that the Records Division has the responsibility for ensuring the integrity and security of the records system.
  - 1. This responsibility includes processing records; maintaining a secure repository; maintaining a records retention schedule; providing records access to Department personnel; and handling requests for release of information contained in Department records.
- B. It is the policy of the Sturgeon Bay Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a Department member.
- C. The Sturgeon Bay Police Department recognizes that its undertakings are matters of continuing interest and concern to the community. Acknowledging this fact, it is the policy of the Sturgeon Bay Police Department to provide the news media and other interested citizens with timely and accurate information regarding Department activities while adhering to prescribed guidelines for information release.
- D. It is the policy of the Sturgeon Bay Police Department to account for all traffic citations issued to the Department and to maintain their security, distribution, and a full accounting of each citation.

### II. DEFINITIONS

- A. RECORD: Any incident report, supplement report, traffic crash report, driver's record, wanted record, criminal history record, traffic citation, vehicle registration inquiry, teletype message, or probation parole record. The term "record" includes those records on hard copy and those stored in computer files and accessed by fixed or mobile computer terminals.

### III. RECORDS REPOSITORY

- A. City of Sturgeon Bay ordinance designates the Chief of Police as the legal records custodian for the Department.
- B. Authorization for inspection of Department records shall come from the Chief of Police or the Chief's designee
- C. Records are available for request or inspection by the general public or news media during normal Administrative hours, 8am-4pm.

- D. Police Department personnel shall have access to records 24 hours per day, 7 days per week.
- E. Employees shall treat the information which they gain through their employment as confidential; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in this Policy & Procedure and Wisconsin State Statutes; refer to Policy & Procedure 10.03: Open Records.
- F. The Records Division shall be responsible for the processing and storage of all original records, with the exception of intelligence files, photographs, and fingerprint cards. Computerized records can be accessed from any Department terminal; however, access is allowed only by those personnel who have been granted security to enter the system.
- G. Intelligence files shall be maintained by the Investigative Division. Access is limited to Investigative Division personnel.
- H. Fingerprint cards shall be maintained by the Records Bureau. Photographs will be maintained by the Communications and Records Bureaus.
- I. Generally, only Administrative, Supervisory, Investigative, and Records personnel shall be allowed in the Records area, and in the Records Bureau's files.
- J. Official records will not be removed from the Department by any member of the organization, unless directed by court policy, or with the express permission of the Chief of Police.
- K. If a record is pulled from a file, the record shall be returned to the file, to the re-file basket, or to a Records clerk for re-filing.
- L. Juvenile arrest cards, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- M. All reports, with the exception of citations, are filed in the appropriate file in the Records area by their respective incident/offense number. Citations will be filed numerically.
  - 1. Crash reports are kept in a file for the current and previous month. These reports file by date of occurrence.
  - 2. At the beginning of the month, the crash reports from the previous month are then filed in the central record system according to the incident/offense number.

- N. All dispositions on cases shall be entered into the Department's computer system as soon as practicable.
- O. All records generated by the Sturgeon Bay Police Department, and shared with our Department through our shared records software, will be kept confidential and used for law enforcement purposes only.

The records stored on the shared records server generated by the Sturgeon Bay Police Department are confidential, and not subject to open record requests received by the City of Sturgeon Bay and/or the Sturgeon Bay Police Department.

#### IV. INCIDENT REPORTING

- A. All calls for service handled by the Department, whether in response to a request from a citizen or resulting from self-initiated actions, will be documented in the Department's computer system. These calls include, but are not limited to:
  - 1. Citizen reports of a crime.
  - 2. Criminal and non-criminal cases initiated by law enforcement employees.
  - 3. Any incident involving an arrest, citation, or summons.
  - 4. Citizen reports of incidents other than crimes.
  - 5. Any incident resulting in an employee being dispatched or assigned.
- B. If two or more persons report the same activity, it should be documented only once.
- C. All incidents shall be assigned a unique sequential number.
- D. Police activity shall be documented in accordance with procedures set forth in the Report Writing Guide.
- E. All reports shall be completed using the Sturgeon Bay Police Department report writing forms. These include, but are not limited to:
  - 1. Offense/Incident Face Sheet Report (all arrests require a Report);
  - 2. Supplemental Report;
  - 3. Booking Reports (including mug shots and fingerprints);
  - 4. State Traffic Crash Form, MV4000;
  - 5. Wisconsin Municipal Court Citations;
  - 6. Wisconsin Uniform Traffic Citations;
  - 7. Parking Tickets;

## 8. Traffic Warnings

- F. Offense and accident reports shall be completed prior to the end of an officer's shift, if any of the following circumstances apply:
  - 1. All death investigations:
  - 2. All investigations that result in the incarceration of a suspect held for charging:
  - 3. All major crimes, serious incidents, and serious motor vehicle crashes:
  - 4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
- G. Reports shall be reviewed by a supervisor to ensure accuracy and completeness. If changes or corrections are required, the supervisor shall refer the report back to the appropriate officer for the necessary corrections.

## V. MASTER NAME FILE

- A. The Department maintains an alphabetical master name file in the Department's computer system. This function checks all files, with the exception of intelligence files, for the name or business specified.
- B. All contacts with persons or businesses that are documented through the use of incident/offense reports, accident reports, or citations will be entered into the master name file. These include, but are not limited to: arrestees, victims, complainants, suspects, witnesses, etc. C. The master name file contains:
  - 1. Basic name information including: name, address, and telephone number for all entries. Information on individuals includes dates of birth, social security number, driver's license numbers, and physical descriptions.
  - 2. The history of all documented Department contacts with each person/ business in the system.
  - 3. The criminal history file for each person arrested by the Department.
    - a) The Department maintains juvenile and adult criminal history files separately in the Department's computer system.
    - b) A unique processing number is assigned to each person arrested and processed. The arrest number is assigned in sequential order. Arrest processing includes photos (mug shots) and fingerprinting. This is completed by the Door County Sheriff's Department jail staff at the time of arrest.
- D. The Department maintains an index of stolen, found, recovered, and evidentiary property in the Department's computer system.

## VI. TRAFFIC CITATION RECORDS MAINTENANCE

- A. All traffic citation forms are kept in a secure area, which is the records room.
  - 1. The control number of the citation book, the officer's name, and the date issued shall be logged in the traffic citation log card file.
- B. Any lost, stolen, or voided citations issued shall be reported to the Chief of Police, with a memo or note explaining the circumstances.
- C. All completed citations (excluding parking) shall be forwarded by the officers to office manager or assistant office manager for entry into the computer system and for filing. Sergeants will review any citations issued at the end of their shift before they are filed.
- D. Citations are filed numerically by the citation number.
  - 1. The Captain shall conduct a monthly review of all citations distributed and account their disbursal and entry into the records system.

Arleigh R. Porter  
Chief of Police

This Policy & Procedure cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 06/23/2020