



# POLICY & PROCEDURE

## STURGEON BAY POLICE DEPARTMENT

SUBJECT: **CRIMINAL RECORDS/TIME SYSTEM** NUMBER:

10.02

SCOPE: All Sworn Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI State Statutes: 165.83, 165.84  
TIME Operator Manual,  
TIME System Security Manual

ISSUED: 06/22/2020

EFFECTIVE: 06/22/2020

RESCINDS

AMENDS

WILEAG 5<sup>TH</sup> EDITION

STANDARDS: 9.1.9, 10.1.10

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INDEX AS: CIB System Procedures  
Teletype System Procedures  
TIME System  
Warrant Procedures with the TIME System

PURPOSE: The purpose of this Policy & Procedure is to establish the responsibilities and procedures to be followed in the use of the teletype system for the Sturgeon Bay Police Department.

This Policy & Procedure consists of the following numbered sections:

- I. DEFINITIONS
- II. POLICY
- III. TERMINAL OPERATORS
- IV. VALIDATION OFFICER
- V. COURT OFFICER RESPONSIBILITIES
- VI. ORIGINATING AGENCY CASE NUMBER
- VII. WARRANT/WANTED PERSONS

- VIII. GEOGRAPHICAL PICK-UP WARRANT RESTRICTIONS
- IX. EXTRADITION OF WARRANT/WANTED PERSONS
- X. ENTRY/CANCELLATION WARRANT/WANTED PERSONS
- XI. ENTRY/CANCELLATION MISSING PERSONS/RUNAWAYS
- XII. ENTRY/CANCELLATION STOLEN VEHICLES
- XIII. ENTRY/CANCELLATION SECURITIES
- XIV. ENTRY/CANCELLATION BOATS
- XV. ENTRY/CANCELLATION ARTICLES
- XVI. ENTRY/CANCELLATION GUNS
- XVII. RECOVERY OF ITEMS (VEHICLES, SECURITIES, BOATS, ARTICLES, GUNS)
- XVIII. CRIMINAL HISTORY RECORD INFORMATION
- XIX. DEPARTMENT OF TRANSPORTATION INFORMATION
- XX. DEPARTMENT OF MOTOR VEHICLE INFORMATION
- XXI. ADMINISTRATIVE MESSAGES
- XXII. TIME SYSTEM SECURITY PROCEDURES

I. DEFINITIONS

For the purpose of this Policy & Procedure, the following definitions shall apply:

- A. CHRI: Criminal History Record Information
- B. CIB: Crime Information Bureau
- C. CONTROL NUMBER: Number assigned to entries into TIME System from the Index File
- D. DOT: Department of Transportation
- E. DMV: Department of Motor Vehicles

- F. GEOPICUP: Geographical Pick-up Warrant Restrictions
- G. INDEX FILE: File maintained in the records division to index and record entries/cancellations into TIME System
- H. III: Interstate Identification Index
- I. NCIC: National Crime Information Center
- J. NLETS: National Law Enforcement Telecommunications System
- K. ORICASNO: Originating Agency Case Number
- L. TIME: Transaction Information for Management of Enforcement
- M. TSCC: TIME System Control Center

## II. POLICY

- A. It is the policy of the Sturgeon Bay Police Department to participate in the Wisconsin Crime Information Bureau (CIB) System.
- B. The TIME System is a computerized communications and data entry-retrieval system serving law enforcement agencies providing statewide and nationwide access to information: wanted persons, stolen vehicles, stolen articles, driver's license, and vehicle registration. The system also provides an effective method of administrative communication for law enforcement purposes. The Sturgeon Bay Police Department, as a subscriber/user of the system, has agreed to utilize the system for official purposes only.
- C. The TIME System shall be operated in compliance with Wisconsin Statutes 165.83 and 165.84 and shall be used for official law enforcement purposes as set forth in the TIME Operator's Manual and as described in this Policy & Procedure.

## III. TERMINAL OPERATORS

- A. Terminal operators will have completed the CIB Training Program and shall be certified by the State of Wisconsin to operate the TIME System for the express purposes of entry/modification/cancellation of wanted persons and stolen items (motor vehicles, boats, guns, securities and other articles, which may be entered into the system).
- B. Terminal Operators shall be available 24 hours a day, seven days a week to access the TIME System to send and receive information. They shall also have 24 hours a day access to the Department's warrant and wanted person's information.
- C. One shift of terminal operators shall be delegated the responsibility for maintaining local Teletype TIME System records.

#### IV. VALIDATION OFFICER

- A. The supervisor of the Records Division shall be responsible for managing the local operation of the Teletype TIME System and shall designate a Validation Officer and/or a TIME Agency Coordinator (TAC).
- B. The Validation Officer or TAC shall be responsible for file validations to insure that records in the computer files entered by the Department are accurate, complete and up-to-date.
- C. Upon receiving validation printouts for entry classifications as provided by CIB, the Validation Officer or TAC shall insure that entries are validated and shall return the Certification Letter to CIB by the validation due date.
- D. The Validation Officer or TAC shall be responsible for the quality control of the local TIME operations and shall cause periodic local accuracy checks of the system to be conducted independent of CIB mandatory validations. The Validation Officer or TAC shall be responsible for responding to any questionnaires or other correspondence from CIB, including CJIS Policy.
- E. The Validation Officer or TAC shall be responsible to review this Policy yearly to ensure the agency meets all CIB/CJIS requirements.

#### V. COURT OFFICER RESPONSIBILITIES

- A. The Court Officer, in his/her role as liaison between the Department and the prosecutor's office (District Attorney - City Attorney) Circuit Courts of Door County and Sturgeon Bay Municipal Court, shall be responsible for notifying the supervisor of the Records Division or records clerk of the issuance, cancellation, or withdrawal of any warrant/wanted record by either the courts or the prosecutor's office.
- B. The Court Officer shall obtain the authority to extradite in writing from the District Attorney on any felony warrant/wanted record; and attach the authority to the warrant.

#### VI. ORIGINATING AGENCY CASE NUMBER

- A. Record entries into the system require an ORICASNO. For entries with a Sturgeon Bay Police Department Incident Number, the ORICASNO will consist of the PD Incident Number and the entry control number from the index file. All nine spaces for the ORICASNO must be filled; therefore, any blank spaces shall be filled with zeros before CEPD Incident Number and control number.

A. EXAMPLE:            /0/0/4/5/6/A/1/2/3  
                                 Incident No    Control No

- B. For entries that may have to be made without a PD Incident Number, use the month and year of the entry and the entry control number from the index file. All nine

spaces for the ORICASNO must be filled; therefore, any blank spaces between the date and the control number shall be filled with zeros.

A. EXAMPLE:            /0/4/9/9/0/0/0/2/5  
                              Date                    Control No

## VII. WARRANT/WANTED PERSONS

- A. Wisconsin Statute 165.83 directs law enforcement agencies to forward to CIB, copies or descriptions of arrest warrants and the identifying data upon determination of the fact that the warrant cannot be served for the reasons stated. If the warrant is subsequently served or withdrawn, the law enforcement agency concerned must immediately notify CIB of such service or withdrawal.
- B. Under the warrant/wanted persons file will be records for all outstanding warrants issued by the courts for felonies, misdemeanors (including traffic), and noncriminal (local ordinance) wanted persons. Entries into this file will be based on the following warrant categories with the actual offense specified.
  - A. Felony Warrant
  - B. Felony Warrant - Caution
  - C. Temporary Felony Warrant
  - D. Temporary Felony Warrant - Caution
  - E. Non-Felony Warrant, State Law
  - F. Non-Felony Warrant, State Law - Caution
  - G. Civil Process, Local Ordinance
  - H. Civil Process, Local Ordinance - Caution
  - I. Civil Process, State Law (Non-Criminal)
  - J. Civil Process, State Law (Non-Criminal) - Caution
  - K. Juvenile Warrant
  - L. Juvenile Warrant - Caution

## VIII. GEOGRAPHICAL PICKUP WARRANT RESTRICTIONS

- A. The TIME System permits GEOPICUP restricted warrant entries for ordinance violations when the originating agency holding such a warrant will not go beyond a given distance to pick up the wanted person if apprehended.
- B. GEOPICUP restrictive entries are not permitted for any criminal offense - felony or misdemeanor; therefore, such restrictions can be used only to enter warrants in the Non-Felony Warrant, Local Ordinance category.
- C. The designated GEOPICUP restrictions are alpha coded.
  - A. Court Ordered - See Remarks
  - B. East of Hwy.
  - C. West of Hwy.
  - D. North of Hwy.
  - E. South of Hwy.

- F. East of Hwy. and North of Hwy.
  - G. East of Hwy. and South of Hwy.
  - H. West of Hwy. and North of Hwy.
  - I. West of Hwy. and South of Hwy.
  - J. Within County of ORI
  - K. Within adjacent counties of ORI
- D. The Sturgeon Bay Police Department will use GEOPICUP restrictions for ordinance or non-criminal warrant entries into the system.
- A. For all ordinance, non-criminal with bond amounts of \$50.00 or less, the GEOPICUP Designator "J" shall be used.
  - B. For all ordinance, non-criminal and Part I traffic offenses with bond amounts of \$51.00 or more, or if no bond amount is specified, the GEOPICUP Designator "K" shall be used.
- E. No GEOPICUP may be used for criminal state law offenses, including Part II traffic. These must be entered into the system statewide.

#### IX. EXTRADITION OF WARRANT/WANTED PERSONS

- A. The District Attorney must authorize in a written statement that a wanted person will be extradited prior to the warrant record being entered into NCIC. Any limitations regarding extradition authority must be stated on the written authorization and entered as part of the record.
- B. If the District Attorney withdraws the extradition authorization, the warrant record must be canceled from NCIC immediately. The warrant record may then be reentered into CIB only.

#### X. ENTRY/CANCELLATION WARRANT/WANTED PERSONS

- A. Upon receipt of a warrant, juvenile capias, summons, bench warrant or body attachment, incident numbers will be assigned in accordance with the Policy & Procedure 10.03: Open Records.
- B. The responsibility to ENTER a warrant/wanted record into the Teletype TIME System will be delegated by the Chief of Police to one (1) shift of terminal operators.
  - A. If circumstances necessitate immediate entry into the system of warrant/wanted records, the records may be entered by the terminal operator on duty with the entry and all forms/worksheets forwarded to the shift responsible for maintaining local records. Such entries will be approved by the shift supervisor on duty.

- C. The TIME WARRANT WORKSHEET, with all required and available supplemental information, will be completed and utilized to make the record entry into the system and then filed with the entry copy in the Current Entry File.
- D. The responsibility to CANCEL warrant/wanted records will be that of the terminal operator on duty when notified of the service or withdrawal of a warrant previously entered into the system.
- E. Upon the service or withdrawal of a warrant/wanted record, the dispatcher on duty shall be immediately notified to cancel the warrant/wanted record.
- F. The officer or dispatcher serving the warrant or receiving notice of withdrawal shall, upon said service or notice, report same to the shift supervisor on duty who will be responsible to insure the dispatcher is notified and the record canceled.
- G. The terminal operator on duty, upon notice to cancel, will immediately cancel the warrant/wanted record from the system and forward the cancellation and all forms/worksheets to the shift responsible for record entry so that local records may be completed and filed.

XI. ENTRY/CANCELLATION MISSING PERSONS/RUNAWAYS

- A. Refer to information in the TIME Operator's Manual.

XII. ENTRY/CANCELLATION STOLEN VEHICLES

- A. Refer to information in the TIME Operator's Manual.

XIII. ENTRY/CANCELLATION SECURITIES

- A. Refer to information in the TIME Operator's Manual.

XIV. ENTRY/CANCELLATION BOATS

- A. Refer to information in the TIME Operator's Manual.

XV. ENTRY/CANCELLATION ARTICLES

- A. Refer to information in the TIME Operator's Manual.

XVI. ENTRY/CANCELLATION GUNS

- A. Refer to information in the TIME Operator's Manual

XVII. RECOVERY OF ITEMS (VEHICLES, SECURITIES, BOATS, ARTICLES, GUNS)

- A. Queries will be made of the system on any item recovered by a member of the Sturgeon Bay Police Department.
- B. Members of the Department who either recover or are notified of the recovery of any item having been reported to the Department as stolen/missing and entered into the TIME System, shall be responsible to notify their immediate supervisor of the recovery and shall forward notification of the recovery to the records division for cancellation of the item from the system.
- C. The notification and cancellation of recovered items is paramount in maintaining the integrity of the system and in minimizing the Department's liability.

#### XVIII. CRIMINAL HISTORY RECORD INFORMATION

- A. The CHRI program within the TIME System provides for the exchange of criminal history information on individuals intrastate and interstate.
- B. NLETS has a prescribed policy pertaining to CHRI which complies with the U.S. Department of Justice Rules & Regulations. Terminal operators will familiarize themselves with the NLETS policy as provided in the TIME Operator's Manual. NLETS policies apply to all Wisconsin law enforcement agencies.
- C. The Sturgeon Bay Police Department will make only authorized CHRI requests.
- D. All CHRI requests will be made using the proper message key (format). Do not use an administrative message for CHRI requests.
- E. When replying to CHRI requests made to the Department by other agencies, reply only to those requests that have been made using the proper format. Do not use an administrative message to send a reply. Use the proper message key (format).
- F. Requests for CHRI and III (Interstate Identification Index) queries must be logged in the Dissemination Log showing who requested the information and for what purpose.

#### XIX. DEPARTMENT OF TRANSPORTATION INFORMATION

- A. Members of the Sturgeon Bay Police Department will not directly disclose driver's license information (status/record) to any person other than a court, district attorney, county corporation counsel, city attorney, or law enforcement agency.
- B. Driver's license information received through the TIME System pertaining to JUVENILES contains information that is by statute confidential, not to be given to the public. This information is to be used for internal use of law enforcement agencies only.



- C. Individuals requesting information on their own driver's license (status/record) and requesting a copy of same, will be referred to the Department of Transportation Office, Driver's License Section, Madison, Wisconsin.

## XX. DEPARTMENT OF MOTOR VEHICLE INFORMATION

- A. Members of the Sturgeon Bay Police Department will not disclose motor vehicle registration information to any person other than a court, district attorney, county corporation counsel, city attorney or law enforcement agency.
- B. Individuals requesting motor vehicle registration information will be referred to the Department of Transportation, Motor Vehicle Registration Section, Madison, Wisconsin.
- C. The Chief of Police or his designee, may authorize the release of motor vehicle registration information on an individual case basis.

## XXI. ADMINISTRATIVE MESSAGES

- A. All messages sent on the TIME System must deal with authorized law enforcement related matters.
- B. Prohibited administrative messages as outlined in the TIME Operator's Manual will not be sent by terminal operators.
- C. All-point messages must be sent from TSCC and be in accordance with the regulations as described in the TIME Operator's Manual.
- D. Area broadcast messages will only be sent in accordance with the procedures set forth in the TIME Operator's Manual. Area broadcast messages should not be sent in lieu of a record entry (wanted or stolen).
- E. NLETS regional messages must meet the same criteria as an administrative message. Each NLETS region includes the FBI NCIC Control Center in Washington, D.C. It is not necessary to receive approval from TSCC to initiate NLETS regional broadcast messages.

## XXII. TIME SYSTEM SECURITY PROCEDURES

- A. Security Management – The Department will appoint an individual as the agency's Local Security Officer. The Local Security Officer will be responsible for maintaining and monitoring all security aspects of the Department's access to the TIME System.
- B. Physical Security — The physical security for Time System terminals shall conform to procedures set forth in the most current version of the Criminal Justice Information Services Security Policy, which is outlined in the Department's TIME System Security Manual.

- C. Access--The Local Security Officer shall manage information system accounts used to access the TIME System. The Local Security Officer's responsibilities include but are not limited to: establishing, activating, modifying, reviewing, disabling, and removing these accounts.

Access to various functions of the system shall be controlled by privileges assigned to individual users by the Local Security Officer. Access to privileged functions and security (relevant information) shall be restricted to explicitly authorized personnel. The most restrictive rights/privileges needed by users for the performance of their specified tasks will be enforced to limit access to the TIME System to only authorized personnel with the need and right to know.

The Local Security Officer will assign an initial log-in password to certified new users to the information system. Once logged on, new users will be required to change their password which will conform to procedures set forth in the most current version of the Criminal Justice Information Services Security Policy, which are outlined in the Department's TIME System Security Manual.

- D. Media Protection--Electronic and Physical media shall be stored within physically secure locations with access restricted to authorized individuals. Electronic media containing TIME System information shall only be transported outside the secure locations by authorized personnel with activities restricted solely for purposes associated with the transportation. All media will be sanitized or degaussed prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media and physical media shall be destroyed. Sanitation and Destruction of media shall be witnessed or carried out by authorized personnel.

Arleigh R. Porter  
Chief of Police

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

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