

# University of Chicago Police Department

## GENERAL ORDER

		<b>Effective Date:</b> April 3, 2018	<b>Number:</b> <b>GO 803</b>
<b>Subject:</b> <b>Records Management</b>			
<b>References:</b> <b>CALEA: 82.1.1, 82.1.2, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.3.4, 82.3.5</b>			
<b>Reevaluation Date:</b> Annually			<b>No. Pages:</b> 10
<b>Amends:</b> 01 JAN 2018 version (O.D.P.) 28 FEB 2013		<b>Rescinds:</b>	
<b>Approved By:</b> Kenton W. Rainey, Chief of Police		<b>Signature:</b> Original signed document on file in Accreditation Office	

### 803.1 PURPOSE

The purpose of this policy is to direct the records function within the Department.

### 803.2 DEFINITIONS

CHRI: (Criminal History Record Information) Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal criminal charges, and any dispositions arising therefrom.

LEADS: (Law Enforcement Agencies Data System) Statewide, computerized telecommunications system designed to provide services, information, and capabilities to law enforcement and criminal justice community in Illinois.

NCIC: (National Crime Information Center) The FBI operates NCIC. The NCIC computer, is connected to LEADS and law enforcement computer systems in other states.

### 803.3 PROCEDURES

#### A. Records Section

All central records information, services, and computers are accessible to operations personnel at all times subject to the limitations contained within this directive.

1. The Records Manager is responsible for:

a. The filing, maintenance, duplication, distribution of agency reports.

- b. The collection, collation, distribution of data, and statistics required by statute or administrative directive.

## B. Privacy and Security

1. The privacy and security regulations of the Department's Records Section are in accordance with the following:
  - a. Illinois Uniform Conviction Act (Illinois Compiled Statutes 20 ILCS 2635), and Illinois Criminal Identification Act (20 ILCS 2630). Reporting under 20 ILCS 2630/5 of mandated reporting offenses, fingerprints, charges and descriptions of all persons who are arrested by UCPD for such offenses, is done by the Chicago Police Department.
  - b. The privacy and security of criminal history record information (CHRI) is in accordance with the US Department of Justice Regulations, Code 28, Part 20, and as governed through the Illinois LEADS User's Agreement.
2. Central records will be maintained within a secure area within the Department. Privacy and security of records are ensured through the following:
  - a. Access to hard copy police records are controlled by the Records Manager and limited to hours when the Records Manager is on duty.
    1. Archived records are physically maintained in the secure Records Section.
    2. Supervisors have the ability to access archived incident reports stored on Department internal networks, when the Records Manager is not on duty.
  3. External requests for reports require review by the Commander of Professional Standards, in the absence of a State's Attorney's subpoena or court order.

**NOTE:** Crash reports may be released and do not require review and approval.

## C. Juvenile Records

Legal requirements and confidentiality of juvenile records require that the following guidelines and statutes be adhered to:

1. All arrest and identification records pertaining to juveniles will be kept separate from adult records. Juveniles will be issued juvenile-specific booking numbers. Juvenile arrest reports will be prominently marked "Juvenile".
2. The Department arrests juveniles but does not process or securely detain them in Department facilities. Through agreement with the Chicago Police Department

(CPD), juveniles arrested by the Department are turned over to CPD Juvenile Officers who complete the processing which includes fingerprinting, secure holding and or/detention, and final disposition.

3. Expungement of juvenile arrest records can be accomplished by a valid court order. In addition, juvenile arrest records will automatically be expunged, by the Records Manager, on or before January 1 of each year, if: one year or more has elapsed since the arrest and the records relate to an offense that if committed by an adult would not be a Class 2 Felony or higher, or an offense under Article 11 of the Criminal Code (sex crimes). Physical copies of arrest records will be destroyed, and the minor's name will be obliterated from arrest records stored in electronic databases (e.g., RMS, CAD). Written notice of all expungements shall be sent to the minor, within 60 days of the automatic expungement or the date of service of the expungement order. All expungements will be handled by the Records Section in accordance with Illinois Statute 705 ILCS 405/5-915.
4. The disposition of all juvenile records will be accomplished in accordance with guidelines set by the State of Illinois after reaching adult age. All juvenile records which have not been expunged, are sealed and may never be disclosed to the general public or otherwise made widely available (705 ILCS 405/1-7). Sealed records may be obtained only when their use is needed for good cause and with an order from the juvenile court. A civil subpoena is not a court order.
5. The confidentiality of juvenile law enforcement records is strictly governed by Illinois Compiled Statutes 705 ILCS 405/1-7, 705 ILCS 405/5-905 and 705 ILCS 405/5-125. These cover records that relate to a juvenile who has been investigated, arrested or taken into custody.
6. The Records Section is responsible for the collection, dissemination, and retention of juvenile records. All external requests for access to juvenile records will be forwarded to a Records Section supervisor for review and approval.
7. The release and transmittal of fingerprints, photographs, or digital images are governed by the Illinois Statutes 705 ILCS 405/1-7 and ILCS 405/5-125.

D. Uniform Crime Reporting System

All reportable incidents will be submitted to the Illinois and National Uniform Crime Reporting System on an established reporting schedule.

E. Records Status Procedure

1. All incidents assigned by Communications are documented by means of a Call For Service or event number. Originating Case Agency (OCA) or report numbers are only generated for CAD events that require a report.

2. As a case is investigated, the Investigator shall make supplemental reports to show the updated information. They will submit reports within 24 hours unless circumstances prevent doing so. Supplements will be entered no later than 72 hours after investigative updates are received.
3. All supplemental reports will contain the same report number as the original investigation and shall undergo the same review process as the preliminary case report. The supervisor responsible for the completion of a supplementary report shall ensure it is completed, reviewed, and forwarded to the Records Section.
4. The Commander over Investigations is responsible for assigning cases for investigative case control.
5. The Patrol Sergeants are responsible for ensuring that all reports have been completed and approved by comparing the turned in reports to the RMS database daily summary sheet.

F. Computer File Back-up and Storage

1. Computer files (CAD, RMS, etc.) are backed up on a daily basis.
2. Computer files are stored daily in secure on-line storage and monthly on remedial tapes.
3. System administrators will be responsible for deleting passwords of personnel who have ended their employment with the Department and for maintaining integrity of the password system. Any misuse of access or passwords will be reported to the Executive Director of Campus Safety.
4. Access to Department computers requires the use of passwords. Some computer systems have automated systems for password control with no ability to perform password audits. Some systems allow password audits. Those systems which allow password audits, will be audited annually by the system administrator.

G. Computerized Criminal Histories

Access and release of computerized criminal history information shall conform to the rules and regulations outlined in the LEADS User's Agreement.

H. Field Reporting System

1. Routine field reports should be completed, whenever practical, before the end of the officer's shift. The documentation of police activity may be in the form of:

- a. Incident report
  - b. Crime scene processing report
  - c. Motor vehicle theft report
  - d. Missing Persons report
  - e. Hospital report
  - f. Supplementary report/court disposition/property disposition
  - g. IDOT crash report
2. Police reports will only be written on the approved paper or electronic forms.
3. Field reports that document police activity will include the following information:
- a. Date and time of the incident .
  - b. Names of assisting officers.
  - c. Applicable offenses along with appropriate uniform crime reporting (UCR) codes.
  - d. If applicable, names of suspects, arrestees, victims, witnesses, and any other involved parties. Officers will enter as much relevant identifying and personal information as possible for each person.
4. All information regarding any involved property will be entered into the case report, including but not limited to the following:
- a. Vehicles towed, impounded, assisted, unlocked, or otherwise involved.
  - b. Property damaged, defaced, or vandalized.
  - c. Property taken as evidence.
  - d. Property lost or found.

- e. Property stolen and/or recovered.
- 5. Every completed report submitted by a Department member will be reviewed by the supervisor to whom the member is assigned. Shift Supervisors will be responsible for reviewing all submitted reports. The supervisor will approve or return all reports that have been submitted. Inaccurate, incomplete or illegible reports will be returned to the member for necessary revision.
- 6. All Department reports submitted will be carefully reviewed by the supervisor and checked for the following:
  - a. Crime elements are detailed.
  - b. Investigative procedures are documented.
  - c. Department directives are adhered to.
  - d. Completeness.
  - e. Clarity.
  - f. Legibility.
  - g. Grammar and spelling.
- 7. When a supervisor finds a mistake in a report that needs correction, the supervisor will return the report, for corrections, to the officer as soon as possible.
- 8. Reports will be titled by documenting the most serious criminal offenses committed. Additional offenses and or charges should be recorded in descending orders beginning with the most recent offense.

#### I. Incident Reporting

- 1. Every incident in one or more of the following categories, if alleged to have occurred on University property, is to be reported:
  - a. Citizens' reports of crime.
  - b. Complaints filed by citizens.

- c. Incidents resulting in an employee being dispatched or assigned.
  - d. Criminal and non-criminal cases initiated by sworn personnel. These may include incidents occurring contiguous to University property, or elsewhere within the UCPD jurisdiction.
  - e. Incidents involving arrests, citations, or summonses.
  - f. Any other incidents as directed by a supervisor.
2. Non-Criminal incident reports may be made for incidents occurring outside of University property (or contiguous) for informational purposes or when they serve the interests of the University.
3. In most cases, a primary officer will be responsible for the completion of a police report documenting details of a particular incident. The primary officer will be the officer who initiated the incident, was assigned by ECC, or as assigned by a supervisor to handle the incident.
- a. All officers involved in the investigation of an incident should confer with the primary reporting officer in order to brief them on their respective actions.
  - b. In most cases, the primary officer will document the activities and observations of all officers involved in an incident.
  - c. Secondary or supplemental reports will be completed by back-up officers only when an officer is involved in an activity that is separate and distinctly different from the actions of the primary officer, and it is more practical for that officer to write a report than to communicate their actions to the primary officer.
  - d. Supplemental reports will not duplicate the documentation of the primary officer.

J. Incident Numbering System

The Department employs an event numbering system (Call For Service) via the computer aided dispatch (CAD) system which requires assignment of a unique number to every call for service.

1. The assignment of a sequential number to every call for service or employee to every call for service.
2. Report numbers are only generated for CAD events that require a report. Report numbers can be assigned by ECC

K. Report and Record Distribution

1. Approved reports will be forwarded to the Records Manager for processing and storage.
2. The Crime Analyst is responsible for the distribution of summary police reports to the internal and external community.
3. The Records Manager has authority to release reports to Department personnel.
4. Release of police reports and/or records to the public and/or non-law enforcement related outside agencies must be authorized by the Chief of Police or designee.

L. Traffic Citation System

It is each officer's responsibility to maintain an adequate supply of traffic citations.

1. Books of citation forms will be issued by the Patrol Sergeants who will record the following information in the appropriate log:
  - a. Name of person issuing citation book.
  - b. Badge number and name of person receiving citation book.
  - c. Date of issuance.
  - d. Control number of citation book issued.
2. The Records Manager is responsible for the overall accounting of issued and used citation books. Completed citation logs will be forwarded to the Records Manager by the Patrol Sergeants.
3. The Records Manager will securely store and maintain the Departments copy of each issued uniform traffic citation in a numeric file for a minimum of two years.



4. If a citation book is lost or stolen, the officer to whom it was issued will submit a written memorandum to their supervisor, identifying the missing citation(s) and the circumstances surrounding its loss. A copy of the memorandum will be forwarded to the Office of Professional Accountability.
5. When a citation is written with an error on its face, the officer will draw a line through the mistake and place their initials beside it.
6. Audits of citations will be conducted annually by the Records Manager. Submitted, completed citations are tracked numerically via an ongoing record. The audit will cover any citations which are missing from this record. Discrepancies will be reported to the Office of Professional Accountability for follow-up.

M. Records Maintenance by Other Components

Other components of the Department, in addition to Records, maintain various records including, but not limited to:

1. Office of Campus Safety  
Internal affairs records.
2. Professional Standards Bureau
  - a. Accreditation files.
  - b. Training records.
  - c. Compliance and inspection records.
2. Investigative Services
  - a. Investigative files.
  - b. Other administrative files.
3. The Investigations supervisor maintains tracking information for cases assigned for follow-up. The Investigations supervisor or designee may also maintain reports and other documentation involving sensitive cases, active drug, vice, or organized crime in a locked file cabinet or in a secured electronic file folder.

N. Arrestee identification Numbers- Criminal History Files

1. All custodial arrests will be assigned a CLEAR (CB) arrest number. Juveniles and adults have separate booking number systems.
2. A criminal history file is maintained on every person arrested by the Department. This file may include, but is not limited to:
  - a. Criminal history transcripts.
  - b. Photograph or computerized mug shot.
  - c. Arrest reports and other arrest documentation.
3. Arrestee file information may be maintained in the following locations:
  - a. The CLEAR system.
  - b. The RMS computer system.
  - c. Case file.

O. Records Retention

Records retained within the Records section shall have a required retention period of no more than 7 years. This shall not preclude retention of individual reports or documents longer than 7 years, should this be required by litigation or other unusual circumstances. Hard copy documents will be retained according to the following schedule.

<b><u>Document</u></b>	<b><u>Retention Period</u></b>	<b><u>Disposal Method</u></b>
Administrative Files	3 years	Shred/Recycle
IDOT Traffic Safety Stop Data	1 year	Shred/Recycle
Traffic Accident Reports	7 years	Shred/Recycle
Incident Reports	7 years	Shred/Recycle
Arrest Reports	7 years	Shred/Recycle
Juvenile Files	7 yrs. after legal age	Shred/Recycle
<b><u>Document</u></b>	<b><u>Retention Period</u></b>	<b><u>Disposal Method</u></b>
Subpoenas	3 years	Shred/Recycle
Traffic Citations	3 years	Shred/Recycle
Background Checks	2 years	Shred/Recycle
IDOT Pedestrian Stop Data	1 year	Shred/Recycle