

	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 03/19/09
<b>Chief of Police:</b> 	Records Maintenance, 82.3	
<b>Cross Reference:</b> SOP 74.3 Legal Process, Criminal SOP 82.1 Records Administration		<b>Policy Sections:</b> 82.3.1 Master Name Index 82.3.2 Index Files - General 82.3.3 Traffic Records 82.3.4 Citation Records 82.3.5 Other Files 82.3.6 Criminal Identification Numbers 82.3.7 Fingerprints and Photographs Required 82.3.8 Warrant and Wanted Person Files

## **PURPOSE**

The purpose of this policy is to establish guidelines for records identification and organization.

## **POLICY STATEMENT**

It is the policy of the Elgin Police Department to maintain files on persons coming into contact with the Department, as well as property stolen, found, recovered and held for evidentiary purposes. The Department shall maintain records of traffic accidents and hazards, enforcement data, analysis reports, arrests, citations, citation books and who they are issued to, criminal histories and wanted persons.

## **PROCEDURES**

### **82.3.1 MASTER NAME INDEX**

- A. Any person listed on an accident or incident report as a victim, witness, complainant, suspect, or citation issued shall be listed into the master name index. Officers or Department members involved in any incident or accident shall also be listed into the master name index.
- B. The master name index for citations shall be maintained by the Traffic Division.
- C. The master name index shall include an alphabetical listing for all involved parties.

### **82.3.2 INDEX FILES - GENERAL**

The Department shall maintain index files to include the following:

- A. Incidents by type/classification.
- B. Incidents by location.
- C. Stolen, found, recovered and evidentiary property.
  - 1. A key component for recovering stolen property is the acquisition of serial numbers and entry of unique serial numbers into the LEADS and NCIC systems.
  - 2. Manual property files describing non-serialized stolen items or descriptive information on property with unknown serial numbers shall also be maintained.
  - 3. Manual property files of recovered items, serialized and non-serialized shall be maintained by the Department.

### **82.3.3 TRAFFIC RECORDS**

- A. The Department shall maintain a Traffic Records System to include the following:
  - 1. Accident reports specific to a location.
  - 2. Investigations conducted at specific locations.
  - 3. Traffic Enforcement data.
  - 4. Roadway hazard reports.
  - 5. Selective enforcement data.
  - 6. Intersection analysis.
  - 7. Analysis of traffic crashes and enforcement activity.
- B. The maintenance of the Traffic Records System is the responsibility of the Traffic Commander or his/her designee.
  - 1. These records are available to any Department member that requires access to the data.
  - 2. The data base contains both electronic and paper files.
  - 3. The records retained are used to develop the following information and reports when required:
    - a. Selective enforcement locations.
    - b. Traffic accident patterns.
    - c. Traffic control improvements.
    - d. Reports of activity to other law enforcement, governmental and media organizations.
  - 4. The normal processing and distribution of all traffic reports are as follows:
    - a. Initial reports are completed by the Investigating officer.
    - b. Shift Supervisor approves reports.
    - c. Original reports are filed in the Records Division.
  - 5. Traffic records shall be released as follows:
    - a. Citizen requests when proper fees are paid.
    - b. Insurance carrier requests when proper fees are paid.
    - c. Media requests.
    - d. State and local agencies as mandated or authorized by law.
  - 6. Traffic volume, speed and pedestrian data will also be collected and stored for easy reference in the Traffic Division.

#### **82.3.4 CITATION RECORDS**

- A. The Traffic Commander or his/her designee shall be responsible for the issuance of citation books, parking citations, compliance and warnings tickets. Citations shall be stored in a secure area.
- B. Citation book numbers shall be recorded and officers shall sign when receiving a book.
- C. The Traffic Commander shall be responsible for the accounting of all issued and non-issued citation booklets. Voided citations shall be turned into the Shift Supervisor by the Officer and not destroyed.
- D. In cases involving custodial arrests where traffic citations are issued; the original copy of the traffic citation shall be forwarded to the Traffic Division. The Traffic Division shall transmit a copy of the traffic citation to the County Circuit Clerk's Office. The citation shall be logged on the transmittal sheet.
- E. Officers issuing citations are required to separate the police copy. Original copies shall be forwarded to the County Circuit Clerk's Office and logged on the transmittal sheet.

#### **82.3.5 OTHER FILES**

- A. Files that are not kept in the Records Division are:
  - 1. Traffic records (other than accident reports) are maintained in the Traffic Unit.
  - 2. Major Investigations, Special Investigations, intelligence, and confidential source case files are kept in the Investigations Divisions.
  - 3. Personnel training records are kept in the Training Division.
  - 4. Personnel files are kept in the Human Resources Department.
  - 5. Internal investigation files are kept in the Internal Affairs Division.
  - 6. Sex offender case files are kept in the Major Investigations Division.
  - 7. Juvenile arrest records are kept in the Juvenile Division.
  - 8. Criminal intelligence relating to Homeland Security is maintained in the Office of Emergency Management.
- B. Release of any information from these files shall be in accordance with the law or pursuant to court order.

#### **82.3.6 CRIMINAL IDENTIFICATION NUMBERS**

- A. All custodial arrests shall be assigned identification number, issued by the State of Illinois.
- B. The arrest identification number shall be cross-referenced to the arrestee's name.
- C. In the event an arrested individual commits a felony, an FBI number shall also be generated.
- D. If a criminal history check reveals that an arrested individual has been previously assigned a State of Illinois and/or FBI number, those numbers shall be included on all arrest reports, to ensure positive identification and verification of the arrestee.

### **82.3.7 FINGERPRINTS AND PHOTOGRAPHS REQUIRED**

The list of offenses/circumstances requiring the fingerprinting and photographing of individuals coming into contact with Department members is outlined in SOP 82.1.

### **82.3.8 WARRANT AND WANTED PERSONS FILES**

- A. The Department shall maintain a control file containing all warrants issued by the Kane County Circuit Court for persons residing in and outside of Elgin.
- B. All warrants shall be entered in LEADS and / or NCIC in accordance with the policies of said State and National information systems.
- C. Warrants received from other jurisdictions shall be served when possible by members of the Department. Refer to SOP 74.3.
- D. Each arrest warrant shall have a Warrant Control Card attached. The card contains the following information:
  - 1. The LEADS number.
  - 2. All descriptive information on the subject, including name, date of birth, sex, race, height and weight and other physical characteristics useful in identifying the individual.
  - 3. The offense.
  - 4. Bond amount.
  - 5. Special instructions.
- E. When an individual is arrested pursuant to a warrant, it shall be the responsibility of the arresting officer to verify the validity of the warrant and to positively ensure that the individual in custody is the same person named on the arrest warrant.
- F. Warrants originating from Elgin, once served, shall be promptly canceled in LEADS and NCIC. A copy of the LEADS cancellation notice shall be attached to the case report.
- G. The warrant file shall be accessible to authorized Department members at all times. Warrants shall be processed and included in the file as rapidly as possible.