

POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 541-S

REFERENCE STANDARDS: 1.2.5 74.1.3 82.3.1 82.3.2
82.3.3 82.3.4 82.3.5 82.3.6

SUBJECT: Records Maintenance

PURPOSE: The purpose of this directive is to establish filing and maintenance procedures of all department reports and citations within the Records Bureau.

DEFINITIONS:

I-UCR: Illinois Uniform Crime Reporting. I-UCR is a system by which all Illinois law enforcement agencies report their crime information to the state.

LEADS: Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to the law enforcement and criminal justice community in the State of Illinois.

NCIC: National Crime Information Center. The Federal Bureau of Investigation operates the NCIC. The NCIC computer, located in Washington, DC, is connected directly to the LEADS computer by two high-speed lines. The NCIC is also connected to law enforcement computers or terminals in all other states.

CABS/Livescan.: The Criminal Apprehension and Booking System (CABS), commonly known as Livescan, is an arrest booking and data storage system maintained by the Cook County Sheriff's Office. Hanover Park Police Department arrest data is transmitted to the Cook County Sheriff's Office through this secure web-based computer network.

CLEAR Data Warehouse: The Citizen Law Enforcement Analysis and Reporting (CLEAR) Data Warehouse is a secure web-based data storage and retrieval system developed and maintained by the Chicago Police Department. The CLEAR Data Warehouse uses the CABS (Livescan) network to allow retrieval of arrest records, photos, and similar data submitted by Cook County law enforcement agencies.

Data submitted to, stored in, and/or retrieved from the CABS and/or CLEAR systems are confidential and for official use only. Any abuse or misuse of the information is subject to departmental discipline and may expose the abuser to civil and criminal liability. Abuse and misuse includes, but is not limited to, dissemination of data outside the Hanover Park Police Department or other appropriate law enforcement agency and/or retrieval of data for personal use not related to official police duties.

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Rescinds:

Auth:

I. MASTER NAME INDEX (82.3.1)

- A. The Records Bureau maintains an alphabetical name index file that includes the names of persons identified in prepared case reports.
1. All files from 1982 to the present time are automated and are accessible through CJIS (prior to July 1, 2006) or NetRMS (on or after July 1, 2006).
 2. All files prior to 1982 were indexed manually on 3" x 5" cards and maintained in alphabetical order and microfilmed.
- B. Persons who meet the following criteria are included in the Department's master name index in CJIS (prior to July 1, 2006) or NetRMS (on or after July 1, 2006):
1. Arrestees.
 2. Victims.
 3. Complainants.
 4. Witnesses.
 5. Suspects.
 6. Field interview contacts.
 7. Wanted persons.
 8. Drivers and owners of vehicles involved in accidents.
 9. Juvenile contacts.
 10. Others.
- C. Persons who meet any of the above criteria and are included in an incident report prior to 1982 are indexed on 3" x 5" cards and maintained in alphabetical order on microfilm.

II. INDEX FILES (82.3.2)

- A. The Records Bureau is responsible for maintaining automated index files through CJIS (prior to July 1, 2006), NetRMS (July 1, 2006 through June 24, 2019), or HxGN/WebRMS (on or after June 25, 2019). This index includes at a minimum:
1. An automated index of incidents by type through CJIS (prior to July 1, 2006), NetRMS (July 1, 2006 through June 24, 2019), or HxGN/WebRMS (on or after June 25, 2019).

- a. A monthly report of the information reported by the Department to the I-UCR program is available through CJIS (prior to July 1, 2006), NetRMS (July 1, 2006 through June 24, 2019), or HxGN/WebRMS (on or after June 25, 2019). (82.3.2a)
2. An automated index of incidents by location through CJIS (prior to July 1, 2006), NetRMS (July 1, 2006 through June 24, 2019), or HxGN/WebRMS (on or after June 25, 2019). This index can provide summaries of all verified offenses and services by beat, sub-beat and/or by location. (82.3.2b)
3. An automated index file through CJIS (prior to July 1, 2006), NetRMS (July 1, 2006 through June 24, 2019), or HxGN/WebRMS (on or after June 25, 2019) for reported stolen property.
 - a. The Department has access to the LEADS index for reported stolen property having a value of at least \$150.00 and a serial number.
 - b. The evidence/recovered property Bureau maintains an index system for found, recovered and evidentiary property. (82.3.2c)

III. TRAFFIC RECORDS SYSTEM (82.3.3)

- A. The Hanover Park Police Records Bureau will have the primary responsibility for storing and maintaining records pertaining to traffic. Traffic records shall include, but not be limited to:
 1. Traffic accident data consisting of reports, investigations and locations. (82.3.3a)
 2. Traffic enforcement data consisting of citations, arrests, locations and dispositions. (82.3.3b)
 3. Roadway hazard reports. (82.3.3c)
 4. Traffic crash and enforcement activity reports.
- B. The record keeping system utilized for these records follows the same guidelines established for all other records maintained in the Records Bureau.
 1. The following activities are governed by the procedures outlined in DIR 540-S, Records Administration:
 - a. Processing, maintenance and distribution of records.
 - b. Retention requirements.
 - c. Release of records.
- C. The Records Bureau will maintain a computerized system to determine concentrations of traffic accidents and traffic enforcement activities to identify areas warranting detailed analysis. Limited time span reports will be available in 24-hour increments to identify accident/enforcement patterns unique to specific time frames.

- D. The following data from the traffic records system are available to the Support Services and Operations Divisions of the department that shall include geographic, temporal and causative factors:
 - 1. A monthly traffic enforcement summary.
 - 2. A monthly traffic accident summary.
- E. Analytical and data summaries will be completed in the preparation of selective traffic enforcement activities.
- F. The analysis of traffic accidents should take into consideration a number of factors, including:
 - 1. The types of vehicles involved.
 - 2. Volume of traffic.
 - 3. Environmental factors.
 - 4. Types of violations.
 - a. Primary.
 - b. Secondary.
 - 5. Temporal factors.
 - a. Time of day.
 - b. Day of week.
 - c. Hourly distribution of accidents.
 - 6. Locations.

IV. TRAFFIC CITATION SYSTEM (82.3.4)

- A. It is each affected employee's responsibility to maintain an adequate supply of uniform traffic citations and parking citations.
 - 1. Citation books will be stored in a secure cabinet and issued by Records Bureau personnel, who will record the following information in the appropriate log: (82.3.4a) (82.3.4c)
 - 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. Uniform Traffic Citations are used for both DuPage and Cook Counties. There are 25 citation forms in the DuPage citation book and 20 in the Cook citation book. The

Records Bureau is responsible for the overall accounting of issued and used ticket books. The multi-part ticket form set, once it is issued to a violator, is distributed as identified on the citation. DuPage citation books are not issued to individual employees but are distributed on an individual basis depending upon the enforcement action taken at the time of arrest. (82.3.4b)

3. The Court Services Coordinator will securely store and maintain the Department's copy of each issued uniform traffic citation in a file for a minimum period of 2 years. (82.3.4c)
- B. When multiple citations are issued to a single violator, personnel are to cross-reference the citation numbers on each citation in the space provided. (82.3.4b)
- C. Names of violators are maintained in the master name index located in CIJS. (82.3.4b)
- D. If a citation or citation book is lost or stolen, the employee to whom it was issued shall submit a written memorandum to his supervisor, identifying the missing citation or citations and the circumstances surrounding its loss. A copy of the memorandum shall be forwarded to the Records Bureau. (82.3.4b)
- E. An employee may administratively void a citation if an error is made while writing it or if a citation is accidentally damaged. In the event it becomes necessary to void a citation, the employee shall print 'VOID' and a short justification for it on all copies of the citation. All copies of the citation will be returned to the employee's supervisor. The supervisor will review the employee's action and forward the voided citation to the Records Bureau for accounting purposes. In no event shall any Department personnel void a citation issued by another employee. If investigation reveals that an improper charge has been filed, the matter will be referred to the appropriate prosecuting attorney for proper disposition of the case (nolle pros, non-suit, etc.). (82.3.4b)
- F. Audits of citation books will be completed by the Support Services Lieutenant. Any discrepancies will be reported to the Deputy Chief of Support Services for follow up once notification has been received of any discrepancies being tracked. (82.3.4b)

V. RECORDS MAINTENANCE BY OTHER COMPONENTS (82.3.5)

- A. The Records Bureau is the central repository for the original copies of all offense and incident reports, arrest reports, citation copies, warrants, other field reports and other official records. However, other components of the Department also maintain various records. Records maintained by other components of the Department include, but are not limited to, the following:
 1. Office of the Chief of Police.
 - a. Personnel records.
 - b. Accreditation files.
 - c. Other administrative files.

2. Support Services Division.
 - a. Internal affairs records.
 - b. Training Records
 - c. Other administrative files.
3. Investigations Bureau
 - a. Criminal intelligence records.
 - b. Informant records.
 - c. Investigative files.
 - d. Stolen property records.
 - e. Other administrative files.
4. Operations Division.
 - a. Use of Force and Pursuit Driving records.
 - b. Other administrative files.

VI. ARRESTEE IDENTIFICATION NUMBERS – CRIMINAL HISTORY FILES (82.3.6)

- A. Each person who is custodial arrested by the Department is assigned a unique identification number that originates with the incident being investigated. Once the arrestee has been assigned an identification number, all subsequent reports concerning that person regarding the particular incident will be the same.
- B. A criminal history file is maintained on every person arrested by the Department. This file may include, but is not limited to:
 1. Fingerprints and fingerprint classification information.
 2. Criminal history transcripts.
 3. Photographs or computerized mug shots.
 4. Arrest reports and other arrest documentation.
- C. Arrestee criminal history file information may be maintained in the following locations:
 1. CJIS (prior to July 1, 2006) or NetRMS (on or after July 1, 2006) computer system.
 2. Case file.
 3. Village Prosecutor's file.
 4. Arrest jackets.
 5. Warrant file.

- D. All information subject to inclusion in an arrestee's criminal history file is cross-referenced according to a number of descriptors, including:
1. Name.
 2. Arrest Incident report number.
 3. Warrant file.

VII. RECORDING ARREST INFORMATION (1.2.5)

- A. Any individual arrested or surrendering for a criminal charge that is a criterion offense (mandated reporting) as defined by the Illinois Compiled Statutes 20 ILCS 2630/5(a), shall submit to full booking procedures to include:
1. Completion of an arrest report.
 2. Complete fingerprinting to include:
 - a. Multi-part state fingerprint card and FBI card (plus green disposition sheet) or Live Scan fingerprinting and/or palm print card.
 3. Photographs or computerized mug shots.
- B. Any individual who is arrested for a non-criterion offense (non-mandated reporting) shall submit to the following booking procedure when a custodial arrest is affected:
1. Completion of an arrest report.
 2. Photographs or computerized mug shots.
 3. Exception to the above are subjects cited for not possessing a valid driver's license.
- C. Any individual surrendering for a non-criterion offense (non-mandated reporting) shall not be required to submit to booking procedures beyond completion of an arrest report.
- D. All violators arrested for traffic charges that require booking as indicated in the Illinois Vehicle Code shall submit to full booking procedures as described in paragraph A of this Section.
- E. An arrest jacket will be maintained for all persons arrested and shall contain arrest reports, criminal history records, photos, negatives and fingerprints from all arrests of that individual if available.

VIII. WARRANT FILE

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- A. The Records Bureau shall be responsible for the accurate and up-to-date maintenance of the Department's warrant file, including entry and cancellation of warrants, maintenance of the warrant files in accordance with LEADS and NCIC rules, and the highest reasonable degree of accuracy to ensure every warrant entry is based on a valid warrant on file in the Records Bureau. This process requires the following elements:
1. The Department participates in the Law Enforcement Agencies Data System (LEADS) and the National Crime Information Center (NCIC), which have computerized Wanted Persons Files. These Wanted Persons Files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Criteria for entry in the Illinois LEADS Wanted Persons File are identified below. (74.1.3a)
 - a. An individual (including a juvenile) for whom a felony or misdemeanor warrant is outstanding.
 - b. Probation and parole violators meeting criterion "a" above.
 - c. An individual for whom the Department wishes to enter a Temporary Wanted Person record. (This entry may be needed when a law enforcement agency needs to take proper action to apprehend a person who has committed, or the officer has reasonable grounds to believe has committed, a felony or misdemeanor.)
 - d. An individual for whom a John or Jane Doe warrant for homicide has been issued. (Refer to the LEADS Reference Manual for more detailed information.)
 2. Warrants that are received by the Department from other law enforcement agencies for service will be reviewed by a Records clerk. The Department will service wanted person warrants from other jurisdictions provided the warrant is entered in the LEADS system. (74.1.3b)
 3. Procedures for recording information in Department files are as follows: (74.1.3c)
 - a. Upon receipt of an arrest warrant, the arrest jacket will be notated to indicate the issuance of the warrant to include, at a minimum:
 - 1) Date issued;
 - 2) Type of warrant;
 - 3) Issuing authority.
 - b. All attempts at service/notification (e.g., phone call, letter, attempted service) will be documented on a supplemental report.
 4. The LEADS Reference Manual guidelines will be followed when verifying wanted persons information. (74.1.3d)
 5. The LEADS Reference e Manual will be followed when canceling wanted person entries. (74.1.3f)
 6. A Master Name Warrant Log Book is maintained on all department warrants.
 7. The Records Bureau will perform a monthly verification of designated warrants as mandated by the LEADS Rules & Regulations.

8. The need for timely and accurate information on criminal warrants is continuous and not limited to conventional working hours. Providing officers with timely and accurate information and status may help to avoid liability for false imprisonment and other civil liability. Therefore, a record system shall be maintained for criminal warrants which permits 24-hour access by any employee or dispatcher by in-house computer or manual look-ups. (74.1.3g)
9. Information on wanted persons is typically distributed to department personnel via an Intelligence Bulletin, however may be distributed by other written memo, electronic communication, or in-person. (74.1.3e)