

Burleson Police Department

Administrative Policy and Procedures

Number: 02-002

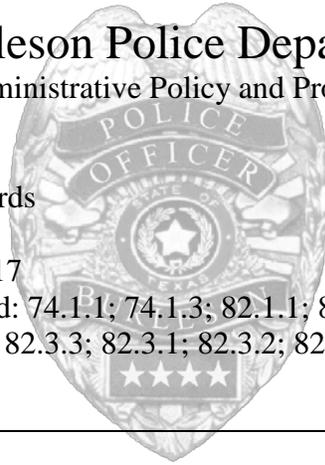
Document Title: Police Records

Effective Date: 08/15/2008

Last Revised Date: 01/18/2017

CALEA Standards Referenced: 74.1.1; 74.1.3; 82.1.1; 82.1.2; 82.1.3; 82.1.4; 82.1.5; 82.1.6; 82.1.7; 82.2.1; 82.2.2; 82.3.3; 82.3.1; 82.3.2; 82.3.4; 82.3.5; 82.3.6

ISSUING AUTHORITY: _____



All departmental criminal records shall be handled in accordance with Texas Statutory requirements and maintained based upon sound records management principals.

I. Agency Arrest Records

Juvenile and adult arrest files as well as criminal history cards and mug shots will be filed separately. At no time will adult and juvenile records be filed together.

[82.1.2c]

A. Juvenile Arrest Records [82.1.2]

1. All juveniles detained for a Class B misdemeanor or higher degree charge (with the exception of DWLS and Probation Violations) will be: [82.1.2a]
 - a. Fingerprinted on two state fingerprint cards.
 - b. Photographed.
 - c. Fingerprints of juveniles will be mailed to the Texas Department of Public Safety in the same envelope as adult fingerprints. The other set of prints and photographs will be maintained in the department's juvenile file. [82.1.2b]
 - d. All completed forms are placed in the juvenile shuck and forwarded to the Records Section for processing.
2. If charges are not filed on the juvenile, the fingerprints and photographs taken in relation to the case will be destroyed by the investigating Detective.
3. A unique identification number will be assigned to each juvenile arrested and processed through this agency. [82.1.2a]
4. A juvenile file sheet will be completed detailing arrest information and maintained in the arrest file.
5. Juvenile arrest files and juvenile criminal history cards will be maintained in a locked filing cabinet in the records division of the police department. [82.1.2a; 82.1.2c]
6. Juvenile files will be disposed of according to Texas Family Code and expunged when ordered by the court. [82.1.2d/e]

B. Adult Arrest Records

1. When an adult is arrested for any offense, the following will be done:

- a. The following department forms will be completed:
 1. Booking sheet detailing arrest information
 2. Prisoner property control sheet
 3. Prisoner handling log
 4. Medical screening form
 - b. Fingerprints taken on the provided state and FBI cards.
 - c. Photographs of prisoner front and side view will be taken.
 - d. All completed forms are placed in the arrestee's shuck and placed in the supervisor's approval tray. [82.2.1d]
2. A file of adult arrests will be located in the Records Section of the Police Department. Each time an adult is arrested; this file will be checked for prior arrest(s) and shuck information. If a previous arrest shuck is on file, the original shuck number will be used on an empty folder to be filed in the original shuck by records personnel. [82.2.1d]
 3. A unique identification number will be assigned to each adult arrested and processed through this agency. [82.3.6]

II. Field Reporting and Management [82.2.1b/c]

- A. This agency shall document all complaints of a criminal and non-criminal nature, which have occurred within this agency's jurisdiction. [82.2.2a]
All final reports will be forwarded to the records section where they will be available for future viewing. Report information will be documented in the following manner: [82.2.1a]
 1. Incident Reports [82.2.2b]
A non-criminal incident reported to this agency will be documented by:
 - a. Generating the report through the Field Reporting System. [82.2.2c]
 2. Complaint/Offense Reports
Officers responding to citizen's complaints of criminal offenses shall document the information on a general offense report by generating a report on the Field Reporting system. [82.2.2c]
 3. Officers Observation
An officer observing an on-view violation of law will record the same on the appropriate document such as: [82.2.2e]
 - a. traffic citation
 - b. general case report
 - c. traffic crash report
 - d. arrest report
 4. Citizen's Request for Service
If an officer is dispatched to a citizen's request for service, the information shall be documented in CAD at the time of the request. If the responding officer feels the need for further action, it will be documented on the appropriate form.

- B. Report Numbering System
1. Calls for service numbers are automatically assigned by the Computer Aided Dispatch System (CAD) when a report is received. This procedure prevents duplication of service numbers. [82.2.3]
- C. Report Review [82.2.1e]
1. The reporting officer, upon completion of the report, shall review the report for content and accuracy. Any information that requires an entry into TCIC/NCIC shall be forwarded to communications. The Communications Operator will make all appropriate entries and return the computer control number to the officer. [82.2.4]
 2. After the report has been completed by the assigned officer and reviewed by records personnel, it will be forwarded to the Criminal Investigations Sergeant who will review for accuracy then assign a follow-up investigator. [82.2.1e] Incorrect reports shall be returned to the originating officer for corrections. Any corrections made to the reports will be forwarded to records for entry. [82.2.4] Arrest Shucks are reviewed by the Patrol Sergeant before the officer's shift ends.
 3. If the Press is requesting information on an incident, a copy of the report should be forwarded to the Public Information Officer. [82.2.4]
- D. Records Access
1. With the exception of juvenile records, department reporting files will be maintained in the Records Section of the Burleson Police Department.
 2. Records information shall be available to all personnel at all times.
 - a. Records information shall be made available to the public and department personnel by records personnel, when records personnel are on-duty. (Records normal office hours are Monday thru Friday, 8:00AM to 5:00PM). Public copies of accident and offense reports are available for a fee.
 - b. The Records Section is secured when records personnel are off duty. A key will be kept in dispatch where communications operators and all officers shall have access to all records information [81.2.2b]
 - c. Computerized records can be obtained by each employee's individual password into the system. At no time will computerized records be left accessible to the public. [82.1.1a/82.1.7]
 3. Under no circumstances shall any employee release information on any offense, arrest or accident to anyone if that information is not releasable under the Open Records Act. In order for any individual to obtain information that is not considered public information, an "Open Records" request must be completed. [82.1.1c/82.1.7]

- E. Storage of Traffic Citations [82.3.4]
1. Traffic citation books shall be maintained in the Municipal Court Clerk's office. The court clerk will issue the citation books to an officer and log the information. Additional books may be stored at the Police Department. These books will be kept in a secured area and distribution will be tracked by the shift supervisors.[82.3.1a/c]
 2. When a traffic citation has been issued for law enforcement purposes, the original citation will be forwarded to the Burleson Municipal Court Clerk for prosecution. One copy will be kept in Records. [82.3.4b]
 3. If information is needed in reference to a citation, the records section or communications can search court records through the computer system when available to obtain that information.
- F. Case Dispositions [82.1.5/82.3.5]
- All supplements to the reporting system will indicate a disposition to the case. The Supervisor of Criminal Investigations or the assigned detective will normally assign the case disposition. The final disposition shall be entered on the supplement sheet to the original offense in CRIMES. The following are a list of dispositions:
1. "Open": All cases that are not assigned to a Detective.
 2. "Suspended": All cases that an active investigation has ceased, but are not cleared.
 3. "Closed": All cases that are cleared by arrest, or cleared by exception.
 4. "Unfounded": All cases filed with this agency where it was proven an offense did not occur.
 5. "Assigned": Pending case assigned to a Detective.
 6. "Class C": Pending Class C offense assigned to Investigations.
- III. Department Index Files
- A. Master Name Index [82.3.1]
- An alphabetical master name index entry into CRIMES will be completed on all subjects contacted by this department in regards to an arrest, offense, or accident.
- B. Incident Index File [82.3.2]
- This agency enters into its central computer system (CRIMES) all incidents by type, locations, stolen property, found property, recovered property and evidence. These can be broken down by geographic districts and /or serial numbers or any other factor as needed.
- IV. Maintenance of Warrant System [74.1.1]
- A. The Communications Section shall be responsible for the entry of all Class C misdemeanor warrants into the Regional Crime Information System.

[74.1.3a] After the warrant is entered into the Regional Teletype System the printout is then filed in the communications' office along with the original warrant to ensure 24-hour access. [74.1.3c/f]

It is also the responsibility of the Communications Operator to cancel warrant entries once the warrant has been served or canceled. [74.1.3e] When an outside agency request confirmation on a warrant held by this department, the communications operator shall send a teletype to the requesting agency which shall contain the following information: [74.1.3b/d]

1. Ref. / name on warrant
 2. charge
 3. fine and bond
 4. address where fine or bond money can be sent
- B. Class A and B Misdemeanor warrants issued for cases filed by this agency will be entered into the Texas Crime Information Center statewide system, by the Sheriff's Department having jurisdiction or this agency's communications section.
- C. All felony warrants issued for cases filed by this agency will be entered into the National Crime Information Center, nation wide system. The entry will be made by the sheriff's department having jurisdiction or by this agency's communication's section.
- V. Retention Schedule [82.1.3]
This agency abides by the mandatory minimum retention period approved by the Texas Local Government Records Committee and the Texas State Library and Archives Commission.
- VI. Collecting and Submitting Crime Data [82.1.4 / 82.63.2]
- A. The Records Section shall enter into the department's central computer system all offenses, incidents, adult arrests and juvenile arrests. All entries shall use standard UCR codes for:
 1. Crime classifications [82.3.2a]
 2. Place of attack [82.3.2b]
 3. Property type [82.3.2c]
 4. Crime code
 5. Status code
 - B. After the first of each month, the Records Supervisor shall account for all reports submitted the previous month. When all reports are accounted for, the Records Supervisor shall obtain through the central computer system the computerized UCR report that will be submitted to the State UCR system.

1. Any reports not accounted for will be listed by CFS number and officer assigned. This list will be emailed to the officer and that officer's supervisor to complete those reports. [\[82.1.5\]](#)

VII. Computer Security

- A. The City of Burleson Information Technology Director or their designee shall conduct an annual audit of the Central records computer system for verification of all passwords, access codes or access violations. This audit will be documented and forwarded to the Deputy Chief. [\[82.1.6c/d\]](#)
- B. No outside computer software or disks shall be introduced into the agency owned computer systems or workstations unless approved through the Information Services Manager at City Hall.
- C. Computer files are backed up nightly to city servers located at City hall and the Emergency Operations Center for disaster recovery and comply with record retention laws. [\[82.1.6a/b\]](#)