



GENERAL ORDER

MINOCQUA POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Department Personnel
DISTRIBUTION: General Orders Manual

REFERENCE: WI Statutes §§19.31-19.39; Town of
Minocqua Code of Ordinances

NUMBER: 10.01
ISSUED: 04/23/2020
EFFECTIVE: 05/03/2020
 RESCINDS
 AMENDS
WILEAG 5TH EDITION
STANDARDS: 10.1.1, 10.1.2,
10.1.3, 10.1.4, 10.1.5, 10.1.6,
10.1.7, 10.1.8, 10.1.9

INDEX AS: Incident Reporting
Master Name File
Records
Records Repository
Releasing Information
Traffic Citations Records Maintenance – Badger TraCS

PURPOSE: The purpose of this General Order is to establish procedures to ensure that the records of the Minocqua Police Department are gathered and maintained in a lawful manner and that all traffic citation records are maintained properly.

This General Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECORDS REPOSITORY
- IV. INCIDENT REPORTING
- V. MASTER NAME FILE
- VI. TRAFFIC CITATION RECORDS MAINTENANCE

I. POLICY

- A. It is the policy of the Minocqua Police Department that the Chief of Police or the Chief's designee has the responsibility for ensuring the integrity and security of the records system.

1. This responsibility includes processing records; maintaining a secure repository; maintaining a records retention schedule; providing records access to Department personnel; and handling requests for release of information contained in Department records.
- B. It is the policy of the Minocqua Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a Department member.
- C. The Minocqua Police Department recognizes that its undertakings are matters of continuing interest and concern to the community. Acknowledging this fact, it is the policy of the Minocqua Police Department to provide the news media and other interested citizens with timely and accurate information regarding Department activities while adhering to prescribed guidelines for information release.
- D. It is the policy of the Minocqua Police Department to account for all traffic citations issued to the Department and to maintain their security, distribution, and a full accounting of each citation through the Badger TraCS system.

II. DEFINITIONS

- A. RECORD: Any incident report, offense report, supplement report, traffic crash report, driver's record, wanted record, criminal history record, traffic citation, vehicle registration inquiry, teletype message, or probation parole record. The term "record" includes those records on hard copy and those stored in computer files and accessed by fixed or mobile computer terminals.

III. RECORDS REPOSITORY

- A. The Chief of Police as the legal records custodian for the Department.
- B. Authorization for inspection of department records shall come from the Chief of Police or the Chief's designee.
- C. Records are available for request or inspection by the general public or news media during normal Administrative hours, 8am – 4pm.
- D. Police Department personnel shall have access to records 24 hours per day, 7 days per week.
- E. Employees shall treat as confidential the information which they gain through their employment; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in this General Order and Wisconsin State Statutes; refer to General Order 10.03: Open Records.
- F. The Department Confidential Secretary shall be responsible for the processing and storage of all original records, with the exception of intelligence files, photographs, and fingerprint cards. Computerized records can be accessed from any Department terminal; however, access is allowed only by those personnel who have been granted security to enter the system.
- G. Intelligence files shall be maintained by the Detective Sergeant. Access is limited to officers of the Minocqua Police Department.
- H. Fingerprint cards shall be maintained by the Department Confidential Secretary. Photographs will be maintained by the Department Confidential Secretary.
- I. Generally, only Administrative, Supervisory, Investigative, and Tele-communications Center personnel shall be allowed in the Records Room and in the Records Room files.
- J. Official records will not be removed from the Department by any member of the organization, unless directed by court policy or with the express permission of the Chief of Police.

- K. If a record is pulled from a file, the record shall be returned to the file, to the re-file basket, or to the Department Confidential Secretary for re-filing.
- L. Juvenile arrest case files, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- M. All reports with the exception of citations are filed in the appropriate file in the Records Room area by their respective incident/offense number. Citations will be stored in the Badger TraCS system.
 - 1. Crash reports are kept in a file for the current and previous month. These reports are filed by date of occurrence.
 - 2. At the beginning of the year, the crash reports from the previous year are then filed in the Records Room by month.
- N. All dispositions on cases shall be entered into the Department's computer system as soon as practicable.
- O. All records generated by the Minocqua Police Department and shared with our Department through our shared records software, will be kept confidential and used for law enforcement purposes only.

IV. COMPUTER AIDED DISPATCH (CAD)/INCIDENT REPORTING

- A. All calls for service handled by the Department, whether in response to a request from a citizen or resulting from self-initiated actions, will be documented in the Department's computer system. These calls include, but are not limited to:
 - 1. Citizen reports of a crime.
 - 2. Criminal and non-criminal cases initiated by law enforcement employees.
 - 3. Any incident involving an arrest, citation, or summons.
 - 4. Citizen reports of incidents other than crimes.
 - 5. Any incident resulting in an employee being dispatched or assigned.
- B. If two or more persons report the same activity, it should be documented only once.
- C. All incidents shall be assigned a unique sequential number.
- D. Police activity shall be documented in accordance with procedures set forth in the Department's Report Writing Manual.
- E. All reports shall be completed using the Minocqua Police Department report writing forms. These include, but are not limited to:
 - 1. MIPD Offense Field Report (all arrests require a Report);
 - 2. MIPD Supp Offense Field Report;
 - 3. MIPD Supp Offense Narrative;
 - 4. MIPD Arrest Report;
 - 5. Badger TraCS Crash Form (Crash);
 - 6. Badger TraCS Ordinance Citations (NTC);

7. Badger TraCS Uniform Traffic Citations (ELCI);
 8. Badger TraCS Department of Natural Resources Citations (DNR);
 9. Badger TraCS Traffic Warnings (Warning);
 10. Badger TraCS Alcohol Influence Report (Influence);
 11. Badger TraCS Informing the Accused Form (Alcohol);
 12. Badger TraCS Vehicle Killed Wild Animal Permit;
 13. Badger TraCS Driver Condition Report (Driver Condition);
 14. Badger TraCS Pursuit Report (Pursuit); and
 15. Minocqua Police Department Parking Tickets.
- F. Officers shall type reports themselves.
- G. Offense and accident reports shall be completed prior to the end of an officer's shift, if any of the following circumstances apply:
1. All death investigations:
 2. All investigations that result in the incarceration of a suspect held for charging:
 3. All major crimes, serious incidents, and serious motor vehicle crashes:
 4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
- H. Reports shall be reviewed by a supervisor to ensure accuracy and completeness. If changes or corrections are required, the supervisor shall refer the report back to the appropriate officer for the necessary corrections.
- I. Offense Field Reports will be numbered according to the generated number on the CAD Incident Report when created by the Minocqua Police Department Tele-communications Center. This number will begin with the last two numbers of the year the incident occurred in and the police number created/assigned to the incident. I.e. if the incident occurred on 10-16-2018 the number would be 18-1234 with the 18 representing the year and the 1234 representing the number generated when the call was created in CAD.

V. MASTER NAME FILE

- A. The Department maintains an alphabetical master name file in the Department's computer system. This function checks all files, with the exception of intelligence files, for the name or business specified.
- B. All contacts with persons or businesses that are documented through the use of incident/offense field reports, accident reports, or citations will be entered into the master name file. These include, but are not limited to: arrestees, victims, complainants, suspects, witnesses, etc.
- C. The master name file contains:
1. Basic name information including: name, address, and date of birth for all entries. Other information on individuals may include but is not limited to telephone numbers, driver's license numbers, and physical descriptions.

2. The history of all documented Department contacts with each person/ business in the system.
3. The in-house criminal history file for each person arrested by the Department.
 - a) The Department maintains juvenile and adult in-house criminal history files separately in the Department's computer system.
 - b) Booking and DNA collection is done by the Oneida County Sheriff's Office staff per their policy.
- D. The Department maintains an index of stolen, found, recovered, and evidentiary property in the Department's computer system.

VI. TRAFFIC CITATION RECORDS MAINTENANCE

- A. All traffic forms are stored in the computer Badger TraCS system.
- B. All completed parking citations shall be forwarded by the officers to the Department Confidential Secretary for entry into the computer system and for filing.
- C. The Lieutenant will review any citations issued prior to transmitting the citation through the Badger TraCS system.
- D. Citations are filed numerically by the citation number in the Badger TraCS system.
 1. The Lieutenant shall conduct a monthly review of all citations distributed and account their disbursal and entry into the Badger TraCS system.

David J. Jaeger

David J. Jaeger
Chief of Police

This General Order cancels and supersedes any and all written directives relative to the subject matter contained herein.

Initial 10/17/2017