

## **DEPARTMENT GENERAL ORDER 05-06**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 99-38  
AMENDS: None

DATE: October 25, 2005

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### **INDEX AND RECORDS FILES**

#### **I. PURPOSE.**

To identify those index and records files that have been established to effectively manage the operational and informational needs of the department. This shall include various procedural guidelines designed to provide for the use, maintenance, and security of such statistical records.

#### **II. DEFINITIONS.**

Computer Printouts - Computer generated records containing personal, vehicle ownership, and criminal history data on private individuals.

Criminal History Information - Data collected by criminal justice agencies on various individuals consisting of identifiable descriptions and notations of arrest, detentions, aliases, or other information, and dispositions arising from sentencing, correctional supervision, and release.

Master Name Index - An alphabetical list of subject's names.

### III. GENERAL.

The Investigations and Support Bureau shall be responsible to administer the department's primary system of index and records files. These shall include a variety of categorized data, identified as:

- 1). Arrest File
- 2). Citation File
- 3). Daily Activity File
- 4). False Alarm File
- 5). Incident File
- 6). Master Name Index File
- 7). Property/Evidence File
- 8). Traffic Accident File
- 9). Vehicle File
- 10). Warrant File
- 11). Out-of-Town File

Each of the above also includes information in regard to location, times, dates, and other pertinent data that will automatically be provided in the event of a query. When combined with those records maintained by individual bureaus, the aggregate records system will comprise an informational database suitable to satisfy internal needs and external reporting requirements.

#### A. Data Entry

Statistical data will be entered into the department record system on a daily basis as a matter of routine. Such data shall then be maintained as required by law and utilized in the compilation of federal, state, and local statistical reports, as necessary.

Various sources contribute to the flow of information into the database, and the job positions responsible to make specific data entries are identified as follows:

- 1). ECDC Dispatch Personnel
  - a. All radio assignment entries.
  - b. Wanted.
  - c. Out-of-Town entries.
  
- 2). CARE Operators
  - a. Incident reports.
  - b. Persons.
  - c. Vehicles.
  
- 3). Traffic Violations Personnel
  - a. All warrants and FTA wanteds (IMDS and REJIS).
  - b. All traffic tickets (to include parking tickets).
  
- 4). Administrative Personnel
  - a. Persons and wanteds.
  - b. All property and evidence.
  - c. Vehicles and auto accidents.
  - d. Incident reports and false alarm reports.
  - e. All warning tickets.

#### IV. MASTER NAME INDEX.

The department maintains an automated Master Name Index that includes the names of the following types of individuals: victims, suspects, complainants, witnesses, arrested persons, missing persons, and those drivers involved in auto accidents. All names are cross-referenced by report number.

Access to the system is limited to those computer terminals connected to the department's main frame computer system and the St. Louis County CARE System. However, with the exceptions of the Bureau Commander, supervisor of the Administrative Division, Administrative Secretary, CID personnel, and the Records Clerk, department personnel are limited to making inquiries only, and cannot alter or delete information contained in the system.

The data contained in the Master Name Index is updated whenever a new report is entered into the CARE system.

## V. RECORDS FILES.

The Administrative Division maintains a variety of computerized and hard copy files in regard to specific categories of departmental activities. However, the primary emphasis of such record-keeping shall be assigned to the categorization of activities related to Part I and Part II class offenses of the Uniform Crime Reporting System.

### A. Calls for Service

All calls for service, to include self-initiated activities, will be entered into CAD by ECDC dispatch personnel on a daily basis. This information is then utilized to:

- 1). Provide criminal activity updates during roll call.
- 2). Prepare statistical summaries/reports in conjunction with information from CARE or MARS.
- 3). Provide criminal activity updates to neighborhood watch groups.

### B. Crime Data

Crime data from incident reports and other pertinent sources are entered into the computerized file system used by the department. This data is then utilized to prepare:

- 1). State/Federal UCR reports.
- 2). Crime analysis reports.
- 3). Criminal exchange bulletins.
- 4). General statistical reports.

### C. Property/Evidence File

Information concerning property and evidence is entered into the appropriate index file of the department's computer system. The index of various property files is listed as follows:

- 1). Damaged Property.
- 2). Evidence.

- 3). Found Property.
- 4). Lost/Stolen Property.
- 5). Recovered Property.

## VI. TRAFFIC RECORDS SYSTEM.

As with other types of file/records systems, the Administrative Division shall be responsible to process, maintain, and distribute traffic records. In regard to the latter, the department's traffic records system has been established to provide statistical information to guide enforcement activities and to otherwise satisfy governmental/private sector needs. Traffic records are indexed in the following types of files:

### A. Auto Accident Files

All auto accident reports will be documented via the standard Missouri Auto Accident Report Form. Upon supervisory approval, such reports shall be processed, and the data entered into the department's computer system on a daily basis. Such entries shall include:

- 1). Vehicle operator's and occupants.
- 2). Vehicle description.
- 3). Location of accident.
- 4). Date and time of accident.
- 5). Type of accident.
- 6). Contributing circumstances.
- 7). Citations issued.

A report listing all traffic accidents shall be distributed to the Field Operations Bureau on a monthly basis. Enforcement and safety activities will be generally based upon the data contained within the report, with the results documented in the bureau's monthly activity report.

The State of Missouri receives a copy of traffic accident reports on a monthly basis, and subsequently submits a statistical summary of the data back to the department on an annual basis.

In addition to the preceding, statistical summaries related to auto accidents will be distributed upon request; however, the distribution of specific auto accident reports, which may be requested by individuals, insurance companies, and other interested parties, shall adhere to the Missouri Sunshine Law, and the policy and procedures established by department general order.

#### B. Traffic Enforcement Files

All traffic citations, to include the identity of the suspects, the location of the citation, vehicle description, date, time, and charge(s) will be entered into the REJIS IMDS computer system. Court dispositions will then be added to the entries by the Municipal Court Clerk, or Circuit Court, when same are determined.

A report detailing the number of traffic citations issued by each uniformed officer is distributed to the Field Operations Bureau on a monthly basis. Other statistical reports may be issued upon request.

#### C. Roadway Hazard Reports

Contingent upon the type of hazard, roadway hazards may be documented by incident report, memorandum report, or by a simple verbal alert to communications. Should written documentation be produced in regard to the situation, same shall be entered into the department's computer system in the identical manner as other reports. Should the hazard report consist only of a verbal radio alert, the incident shall be documented within CAD, with the information included in the appropriate daily activity report.

Information concerning roadway hazards shall be transmitted to the City's Public Works Department, the St. Louis County Highway Department, the Missouri Department of Transportation, or such other governmental or private entity that is responsible to correct or remove the hazard in question.

A copy of any written documentation will be forwarded to the proper agency upon their request.

#### D. Traffic Analysis Reports

Data to complete a variety of traffic analysis reports is available via query to the department's computer system. Such reports will be prepared upon request by legitimate authority.

## VII. TRAFFIC CITATION RECORDS.

The Traffic Violations Bureau and the Police Department both maintain traffic citation records to satisfy specific statistical and operational needs. Of the two, the Traffic Violations Bureau shall be the primary repository of all records requiring court action, while the Police Department will retain original warning tickets.

### A. Issuance/Control of Citation Forms

Books containing blank summons forms and parking tickets will be issued by the court clerk to sworn personnel upon their request. Both the summons forms and parking tickets in each book will be sequentially numbered, and the court clerk will record the summons/ticket numbers issued to each individual officer.

The blank rolls of parking tickets utilized by civilian parking control personnel will be controlled by the department and issued as needed.

Books containing blank warning tickets shall be issued by the Administrative Division to sworn personnel upon their request. Warning tickets will be sequentially numbered; however, as such tickets do not demand court action no log sheet will be maintained in regard to their issuance.

### B. Accountability for Citations

Sworn employees who are issued summons or ticket forms shall be accountable for the citation forms committed to their custody. Not only shall the employee be required to sign and/or initial each citation issued, but they shall include their DSN as well. Completed citations will be turned in to the appropriate supervisor who shall review same and forward the documents to the Administrative Division. Citations and parking tickets will then be sent to the Traffic Violations Bureau where they will be entered into the Integrated Metropolitan Docketing System (IMDS). Should a citation be missing from the normal sequence, the computer will reflect same on statistical reports which are generated on a periodic basis. In the event a missing citation number cannot be readily explained, the court clerk will contact the commander of the Field Operations Bureau who shall order an investigation into same.

Non-sworn employees assigned to Parking Control shall download their computerized ticket data at the end of each working day. The information will be forwarded to TVB, with the various tickets issued automatically credited to each parking controller according to DSN.

#### C. Storage/Security for Citation Forms

New and unused summons and parking ticket books shall be stored at City Hall. The court clerk will be responsible to oversee their security until such time as same are issued to department personnel.

New and unused warning tickets will be stored within the Administrative Division. After normal business hours, the area in which they are maintained shall be locked by the division supervisor.

Completed citations shall be processed by TVB personnel and the hard copies entered into a court file which shall be secured in a locked file cabinet pending final resolution.

### VIII. OPERATIONAL COMPONENT RECORD-KEEPING.

The Administrative Division of the Investigations and Support Bureau shall serve as the primary repository of records within the department; however, some records will be maintained in the department's operational components. These, and their retention schedule, will be identified as follows:

#### A. Investigations and Support Bureau

- 1). Personnel Records - Perpetuity.
- 2). Inventory Records - Perpetuity.
- 3). Intelligence Records - One calendar year.
- 4). Active Case Files - Until case cleared by exception, or arrest, or declared inactive.
- 5). Evidence Records
  - a). Lab Records - Perpetuity.
  - b). Photo Records - Perpetuity.
- 6). Bad Check Files - Five calendar years.
- 7). Background Investigation Files
  - a). Employment Applications - Perpetuity.
  - b). Solicitors - One calendar year.
  - c). Liquor License Applications - Three Calendar years.



## B. Field Operations Bureau

- 1). Special Events Files - One calendar year.
- 2). No Parking Files - One month.
- 3). Infectious Disease Reports - Perpetuity.
- 4). Armory Records - Perpetuity.
- 5). Activity Summaries - One calendar year.
- 6). Secondary Employment Files - One calendar year.
- 7). Valet Parking Permits - One calendar year.

## IX. CRIMINAL HISTORY FILE.

The Police Department administers and maintains limited criminal history documents, which include photographs of arrested suspects, and a copy of each individual arrest report (booking sheet). While each of the preceding classes of documents are cross-referenced by report number, LID number, etc., they are filed separately within the Investigations and Support Bureau. Fingerprint cards, which are also completed in conjunction with each arrest, are not maintained by this agency, but are forwarded to the State of Missouri.

In addition to the document files listed above, criminal history information is entered into the automated Criminal History Files operated and maintained by the Regional Justice Information System (REJIS), the Missouri Uniform Law Enforcement System (MULES), and the National Crime Information Center (NCIC). This data, and similar records entered by other law enforcement agencies may be accessed as necessary; however, department personnel must have a security authorization/password granted by REJIS prior to being able to utilize the system. Information obtained via computerized information systems shall be treated as confidential and protected in accordance with the security protocols discussed below.

### A. LID Numbers

Every adult person arrested by the department will be assigned a Local Identification (LID) Number. This number shall be unique to the individual taken into custody and will remain with the subject through any subsequent arrests.

A log book detailing used and available LID Numbers shall be maintained for that purpose. The numbers shall run sequentially from one to infinity. There shall be no duplication of numbers, nor shall the numbers commence anew with each calendar year. In addition to the LID Number, each log entry will contain the subject's name, race/sex, date of birth, and social security number.

Once an officer has obtained an LID Number, the designator will be entered into the appropriate arrest records.

#### B. Computerized Criminal History Data

The primary source utilized by this agency for criminal history information is the Regional Justice Information System (REJIS), which provides service to St. Louis metropolitan law enforcement agencies on a contractual basis. Member agencies can obtain regularly updated criminal history information, to include personal data, arrests, convictions, traffic offenses, and vehicle information.

#### C. Security Protocol

A variety of security and privacy laws/regulations have been issued to ensure the integrity of computerized Criminal History Records. The sources of these restrictions are listed as follows:

- 1). U.S. Department of Justice, Title 28, DOJ Chapter 1.
- 2). RSMo, Sections 610.100 and 610.105.
- 3). REJIS, MULES, and NCIC regulations.

Computerized Criminal History Files shall be considered confidential information and should be handled in a manner that restricts same to law enforcement purposes only. As such, in addition to complying with federal and state laws regulating the use and dissemination of computerized Criminal History Records, this department will also adhere to those REJIS security regulations that are incorporated into each annual contractual security agreement. Those security regulations are listed as follows:

- 1). Department personnel possess a security authorization/password granted by REJIS prior to being able to access the system.
- 2). Computer terminals must be located in a secure/limited access area.
- 3). CRT screen must not be visible to persons outside secure area, or information on the terminal screen must not be legible from outside the secure area.

- 4). Terminal(s) must be located away from access doors and windows where possible, or additional protection provided at access location(s).
- 5). Agency has established procedures concerning terminal security and access to terminal area, to which agency personnel closely adhere.
- 6). Agency personnel properly identify unrecognized personnel attempting to enter terminal area, and maintain a visitor's log of non-agency or unauthorized agency personnel admitted to terminal area. As an alternate to the preceding, the agency bars access of unauthorized personnel to the terminal area.
- 7). Agency secures hardcopy computer printouts of Criminal History Records and destroys same when no longer needed.
- 8). Agency maintains terminal operating manuals in a secure location and restricts access only to authorized personnel.
- 9). Agency does not maintain excess copies of terminal operating manuals.
- 10). Employee responsible for a specific terminal operating manual maintains it in an up-to-date condition.
- 11). Agency notifies REJIS to deactivate terminal when same will be unattended for an extended period of time.

Once a Criminal History File has been requested, the information contained therein shall generally be released only to sworn personnel employed by the department, outside law enforcement agencies, the prosecuting attorney's office, or other duly authorized court personnel.

Department employees shall handle computerized Criminal History Files in a prudent manner to preclude unauthorized access to same, and shall properly dispose of the material when it is no longer needed for the purpose for which it was obtained. Accepted means of disposal include shredding or burning.

In those instances where a hard copy of a computerized Criminal History File is to be released to an outside agency/individual, department personnel shall enter the following information into a dissemination log:

- 1). Date and time record disseminated.
- 2). Suspect's name.
- 3). Suspect's race and sex.
- 4). Suspect's date of birth and Social Security Number.
- 5). Officer's name and DSN requesting the release.
- 6). Reason for dissemination.
- 7). Employee's name and DSN handling the distribution request.

The agency/individual taking receipt of the Criminal History File shall be responsible for its security.

In the event an arrested subject desires to review his/her Criminal History File, they shall be permitted to do so, but will not be allowed to remove a computerized printout from this agency. Should the individual wish to challenge one or more points contained within the automated document, they may initiate notes in regard to the disputed entries and subsequently pursue the matter as they deem suitable.

Employees who divulge, or improperly release criminal history information may be subject to internal disciplinary action (up to and including dismissal) and/or criminal prosecution.

#### X. ARREST RECORDS SYSTEM/RECORDING CRITERIA.

The Arrest Records System comprises multiple documents and reports, to include:

- 1). Police or Incident Reports.
- 2). Booking/Arrest Sheets.
- 3). Fingerprint Files.
- 4). Photograph Files.
- 5). Rights Forms.

Once such documents have been prepared, each shall be properly recorded in accordance with the following criteria:

A. Report Preparation

The arresting officer(s) shall be responsible to initiate an official police report in regard to each arrest. The arresting officer(s) will obtain an arrest number and LID number and enter same on the arrest/booking sheet. This data will subsequently be entered into the REJIS information system and a tracking number will be generated. A confirmation copy of the teletype will be also be attached to the report. The police report will subsequently be processed and the above arrest-related numbers entered into the department's CARE computer system, with the original hard-copy report filed into an archive.

B. Booking/Arrest Sheets

Arrest information shall be entered into the CARE reporting system for each individual taken into custody (both adult and juvenile). Descriptive and charge information will also be entered into the REJIS information system for adults. A data sheet will then be generated from this latter entry to serve as the official booking sheet. Except in extraordinary circumstances, it will contain the fingerprints of the arrested subject as well as a photo. The completed booking sheets will then be filed by month and year, and entered into a department archive.

Juvenile arrest data entered into and printed from the CARE system will remain together with the report to be filed in a separate department archive.

C. Fingerprint Files

All adult persons who have been placed under full custodial arrest shall be fingerprinted, except for lone fugitive and FTA charges. Juvenile offenders who have been taken into custody for a felony offense shall also be fingerprinted. The completed fingerprint cards shall be attached to the original incident report, and upon completion of processing, shall be forwarded to the appropriate state and federal agencies.

This agency does not maintain a fingerprint file.

#### D. Photograph Files

Photographs will taken by department personnel under a variety of circumstances. These are:

- 1). All adults who have been placed under full custodial arrest (felony, misdemeanor, and fugitive arrests) shall be photographed.
- 2). Juvenile offenders who have been taken into custody for a felony offense shall also be photographed.
- 3). Juvenile offenders who have been taken into custody for a misdemeanor offense may only be photographed with the permission of the Family court.
- 4). In those instances where an adult suspect volunteers to have their photograph taken for investigative purposes.
- 5). Department employees for administrative purposes.

The digital photographs obtained on each individual in category #1 above are directly entered into the IRIS system. Photos in categories #2 to #5 will be forwarded to the Criminal Investigations Division at which time they will be entered into a computerized photograph file. Adult and juvenile photographs are placed into separate files and may be accessed only with a proper password.

#### E. Rights Forms

Constitutional rights forms shall be completed for each arrest in which an officer of this agency questions a suspect in regard to the offense for which the individual was taken into custody. Such forms shall be attached to the original incident report and following processing, will be entered into the archival case file.

#### XI. WANTED AND WARRANT FILES.

Wanted information will be entered into the department file system by Administrative personnel or ECDC communications staff. Municipal warrant information will be entered by TVB via IMDS. However, prior to the entry of any such data, warrant information shall require prior authorization by a court, while wanted information shall require prior authorization by a commissioned officer. Wanted and warrant information will then be stored in a combination of computerized and hard copy files maintained by the Investigations and Support Bureau.

#### A. Data Entry into REJIS, State, and NCIC Systems

The entry of wanted and warrant data into the local (REJIS), State (MULES), and federal (NCIC) information systems shall be in conformance to each individual system's regulations.

#### B. Receipt of Information from Outside Jurisdictions

The receipt of computerized wanted and warrant information from outside jurisdictions shall be in accordance with regulations established by local, state, and federal information systems. Such information may require a response in the form of a locate, confirmation, or cancellation message on the part of this department, or in the event of a general broadcast message, the information will be retained in a file for a period of six (6) calendar months, after which time they shall be removed and properly destroyed.

#### C. Information Entry

##### 1) Warrant Information

When a warrant is to be issued by the municipal court, the information is entered into the REJIS IMDS court database. From this system, a hard copy of the warrant is then printed to be signed by the judge. Once signed, the court clerk activates the warrant in the REJIS wanted system. The signed warrants are then forwarded to the police department where they are alphabetically filed by suspect name in a warrant drawer contained within the Administrative Division.

Should a warrant be issued by the state Circuit Court same will generally be forwarded to the St. Louis County Police Department's Fugitive Bureau. Such warrants will then be handled in accordance with their agency's procedures.

##### 2). Wanted Information

Wanted persons and vehicles will be entered into various computer information systems by department clerks or ECDC communications personnel. Such entries will be made at the direction, and on the authority, of a commissioned officer. However, should a question exist as to the propriety of a particular entry, data entry personnel shall request a confirmation review from the officer's supervisor.

The reference number of the wanted entry shall then be entered in the appropriate space on the incident report, and a hard copy of the computer entry attached to the document.

#### D. Verification of Information

Upon receipt of a request from another law enforcement agency to verify a wanted or warrant, ECDC communications personnel contact the supervisor on-duty and request that they verify the warrant information.. Should same match, a confirmation teletype shall be sent at that time. Should identifying data not match, a teletype will be sent to the requesting agency advising that this department will not confirm the wanted or warrant.

The official verification of information shall always be in the form of a teletype.

#### E. Cancellation of Information

The cancellation of a warrant or wanted entry due to arrest, waiver of prosecution, expiration, or statute of limitations shall be performed only upon the authority of a commissioned officer, the Court Clerk, or REJIS. Such cancellations will be performed by the department's clerical personnel or ECDC communications staff and will entail the modification of data contained in prior computer entries to reflect the change.

Copies of cancellations will be attached to original reports and supplements where they shall provide necessary documentation. Warrants which are canceled or recalled shall require administrative personnel to physically remove the document from the warrant file and return same to the issuing court. A computer entry shall then be made to reflect the change of status, and a copy of same shall be attached to the returned warrant..

#### F. Twenty-four Hour Access to Wanted/Warrant Files

Hard copies of warrants issued by the City of Clayton Municipal Court are maintained within the Administrative Division. These warrants are filed in alphabetical order, with the physical documents available to department personnel on a twenty-four hour basis.

Warrants issued by Associate/Circuit Courts of the State of Missouri shall generally be forwarded to the St. Louis County Police Department Fugitive Bureau for service. These shall be maintained by St. Louis County, and while the data in regard to the warrant will be available via computerized records on a twenty-four basis, obtaining the actual physical document will depend upon the availability of St. Louis County personnel.

Wanted information shall also be available on a twenty-four hour basis via computerized record files.



XII. FILE/RECORD MAINTENANCE.

Index and Records Files shall be maintained by the Administrative Division in accordance with established department policy, REJIS regulations, and court requirements. This shall include adhering to established retention schedules, the proper updating of computerized data, and ensuring that record/file information is not only secure from unauthorized disclosure, but readily available for use.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld

CALEA Reference: 82.1.9/ 82.3.1/82.3.2  
82.3.3/82.3.4/82.3.5  
82.3.6/82.3.7/82.3.8