

 ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 10.09 -		DISTRIBUTION ALL PERSONNEL	PAGE 1 OF 8
ORDER TITLE CENTRAL RECORDS	SERIES NO. 10	SERIES TITLE / SUBJECT ORGANIZATION, MANAGEMENT, AND ADMINISTRATION	
TOPICS / REFERENCE Records Division, Department Records, Reports		APPENDICES NONE	
EFFECTIVE / ORIGINAL ISSUE DATE June 11, 2007	REVISION / REISSUE DATE March 23, 2010	EXPIRATION DATE This order remains in effect until revised or rescinded	
CALEA (5th Edition Standards) 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 • 82.2.3 • 82.2.4 • 82.3.1 • 82.3.2 82.3.3 • 82.3.4			

POLICY

It is the policy of the Rockford Police Department to maintain, retrieve, control, and disseminate Department records within the guidelines established by Illinois Compiled Statutes and Department Rules and Regulations.

PURPOSE

The purpose of this Order is to identify the management of resources relevant to the administration of the records function within the Department. To establish procedures for the maintenance, control, release, and security of all Department records and documents pertaining to law enforcement operations.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. **DEFINITIONS**
- II. **RECORDS COMPONENT**
- III. **RECORDS CENTER RESPONSIBILITIES**
- IV. **DOCUMENTATION OF INCIDENT REPORTS**
- V. **REPORT DISTRIBUTION**
- VI. **RECORDS CENTER COMPUTER SECURITY**
- VII. **CRIMINAL HISTORY**
- VIII. **JUVENILE RECORDS**
- IX. **RECORDS RETENTION SCHEDULE**
- X. **WARRANTS**
- XI. **EFFECTIVE DATE**
- XII. **REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. **CAD:** Acronym for Computer Aided Dispatch system. CAD provides customized dispatch, inquiry task areas, mapping features, and an interface with ANI/ALI Enhanced 911 feature for the Public Safety Agencies within the City of Rockford.
- B. **CHRI:** Acronym for Criminal History Record Information. CHRI is information collected for criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detention, indictments, information, or other formal criminal charges and any disposition arising therefrom.
- C. **NIBRS:** Acronym for National Incident Based Reporting System. NIBRS is a national system by which all states can report their crime information directly to the Federal Bureau of Investigation. NIBRS differs from the Uniform Crime Reporting System by allowing agencies to report multiple offenses and suspect to victim relationships.
- D. **L.E.A.D.S.:** Acronym for Law Enforcement Agencies Data System. LEADS is a statewide, computerized telecommunications system designed to provide services, information, and capabilities to law enforcement and criminal justice communities in the state of Illinois.
- E. **NCIC:** Acronym for National Crime Information Center. NCIC is operated by the Federal Bureau of Investigation. The NCIC computer, located in Washington D.C., is connected directly to LEADS and other law enforcement computers or terminals in other states.
- F. **Net.RMS:** Acronym for Records Management System. This system is the means for Rockford police officers to write their incident and supplemental reports. RMS fulfills many of the data processing requirements of the Department. Storage and retrieval of offense and incident reports, arrestee information, collection and analysis of crime data, management reports, and collection of NIBRS reporting is all done through the RMS system.
- G. **RECORD(S):** An official document that records information which includes, but is not limited to, the following: original incident reports, supplement reports, attachments, accident reports, and other Department documents.

II. RECORDS COMPONENT

- A. The Department maintains a formally organized central records component within the Records Division of the Administrative Services Bureau.
- B. The Records Center is the central repository for Department records and has the primary responsibility for report control, record maintenance (archiving and destruction), record retrieval and dissemination of records.
 - 1. All Departmental records relating to investigations are to be maintained within the Records Center. All records are accessed by operational components through the NetRMS system.
- C. Non-sworn civilian personnel staff the Records Center 24 hours a day, 7 days a week. The Records Center is secured by locked entry doors. Access to the Records Center is restricted to authorized personnel only. The following positions are granted access to the Records Center:

1. Chief of Police.
 2. Deputy Chiefs of Police.
 3. Supervisor of Records Division.
 4. System Technician.
 5. Report Review Personnel.
 6. Informational Services Personnel.
 7. Crime Analysis.
- D.** Other personnel requesting access to the Records Center must sign a logbook stating their reason for entry. Time in and time out of the Records Center must be logged.

III. RECORDS CENTER RESPONSIBILITIES

- A.** The Records Center responsibilities include, but are not limited to, the following:
1. **Report Review:** The Report Review function is staffed by personnel who review reports and other documents that have been verified by Department supervisors. These documents are reviewed for proper NIBRS entries and coding. The reports are then approved by Report Review personnel.
 2. **D-Base Entry:** The Records Center will complete data entry as needed for programs designed to collect false alarms, gun registrations, FOIA requests, and other data bases as needed for tracking, accountability and audit procedures.
 3. **Report Control:** The Records Center controls the availability and confidentiality of all Department records.
 4. **Records Maintenance:** The Records Center will maintain all Department records and distribute copies to authorized persons and agencies upon request.
 5. **Records Retrieval:** Filing and retrieval of Department records will be by case number assigned by the CAD computer.
 6. **Legal Process:** The Records Center will provide Department records maintenance related to the criminal process.

IV. DOCUMENTATION OF INCIDENT REPORTS

- A.** All incident reports are completed on the RMS system. Each officer has a password secured account, which is used to access and complete the reports.
- B.** Every incident, in one or more of the following categories, if alleged to have occurred within the jurisdiction of the Department, shall be documented.
1. Citizen reports of a crime.
 2. Citizen complaints.
 3. Citizen requests for service when:
 - a. An officer is dispatched.
 - b. An officer is assigned to investigate.
 - c. An officer is assigned to take action at a later time.

4. Criminal and non-criminal cases initiated by an officer.
 5. Incidents involving arrest, citations, and/or summonses.
- C.** Appropriate recording of the incidents described in section **A** above shall be determined by the nature of the incident, the action taken and the results realized. The documentation may be in the form of a CAD ticket, an incident report, a supplement report, or an accident report.
- D.** All incident reports shall be completed in a timely manner.
1. Field Services Bureau reports shall be completed by the end of the working shift.
 - a. In the event a report cannot be completed by the end of the shift the officer must have supervisor approval to complete the report on overtime.
 - b. All reports being completed on overtime should be completed at the Public Safety Building unless circumstances dictate otherwise (e.g. waiting at the hospital, securing a crime scene).
 2. Investigative Services Bureau supplemental reports should be submitted within thirty days. Original reports shall be submitted within one day of creation.
 - a. Reports documenting an arrest or exceptional clearance should be submitted as soon as possible.
 3. All supervisors are to monitor compliance with this policy
- E.** Once an incident report is completed, the report is to be submitted for approval by a supervisor. Once the report has supervisor approval the report is forwarded to the Report Review section of the Records Center Division. The report is reviewed again and given final approval.
1. Incident reports that require corrections are returned to the reporting officer. Once the officer makes the indicated corrections, the report is submitted again for supervisor approval.
- F.** All reports of incidents forwarded to the Records Center shall be recorded and maintained according to a numbering system that assigns a unique identification number to each incident.
- G.** Reports and records that document incidents will include, at a minimum, the following information to be considered a valid NIBRS report:
1. Incident case number.
 2. Subject.
 3. Disposition.
 4. Entered on.
 5. Entered by.
 6. Reported on.
 7. Reporting officer.
 8. Reporting agency.

9. Occurred on date/time.
 10. Offense.
 11. Location type.
 12. Completed.
 13. Hate bias.
 14. Domestic violence.
 15. Persons involved.
 16. Vehicles involved.
 17. Property.
 18. Narrative.
- H.** Officers shall use the appropriate report form(s) to document incidents and investigations. The type of report form to be used shall be determined by the nature of the incident being reported.
- I.** The Department uses an incident reporting system that assigns a unique, eight digit, sequential number to every reported incident. Each incident shall be assigned a different number. The first two digits are the year of occurrence followed by the remaining six digits which are assigned sequentially. For example: 07-000001 would be the first incident of the year 2007. The assignment of incident /case numbers is the responsibility of the 911 Communications Center.
- J.** The status of all incident reports is logged in the Net.RMS system. Status indicators include:
1. Active.
 2. Inactive.
 3. Arrest.
 4. Citation.
 5. Warrant.
 6. Exception.
 7. Unfounded.
 8. Not a crime/Other service
- K.** All original and supplemental reports, once submitted, will be maintained in the Records Center. Supplemental reports should be submitted within 30 days of assignment.
- L.** Each month the Records Center will submit an electronic file of our crime statistics to the Federal Bureau of Investigation for participation in the NIBRS program. The Federal Bureau of Investigation will publish the City of Rockford statistics in their annual report(s).
- M.** All traffic crash information from crash reports is entered into the Mobile Crash Reporting (MCR) system. Traffic crash collision data, traffic enforcement data and roadway hazard data is available within the MCR system

V. REPORT DISTRIBUTION

- A. Internal Distribution:** All Records Center personnel have authorization to release reports to Department personnel upon completion of the required sign-out logbook. Proper identification is required unless the person requesting the report is personally known by the Records Center employee who is releasing the report and is personally known to have authorization to receive the requested report.
1. Incident and supplemental reports are no longer printed for distribution. The Net.RMS system is a paperless report writing program. Reports are released and reviewed by the following Departments under their individual authorization.
 - a. **Rockford Police Department personnel:** Any report entered into the system regardless of case status.
 - b. **Winnebago County States Attorney's Office:** May only receive verified/approved arrest reports.
 - c. **City of Rockford Legal Department Office:** May only receive verified/approved arrest reports.
 2. All reports marked confidential may only be released and/or reviewed with the approval of the Chief of Police or Deputy Chief of Administrative Services or Deputy Chief of Investigative Services.
 3. All reports written by or originating from Rockford Narcotics Unit officers may only be released and/or reviewed with the approval of the Chief of Police, Deputy Chief of Investigative Services, or the Rockford Narcotics Unit supervisor.
- B. External Distribution:** The Records Center shall be responsible for the release and distribution of all records. Records Center personnel have authority to release reports to other law enforcement agencies upon verification and to the Winnebago County States Attorney's Office upon completion of the required sign-out log book.
1. Release of records will be in compliance with the State of Illinois Freedom of Information Act.
 2. All public requests for copies of records will be accompanied by a properly filled out Freedom of Information Act form and submitted to the Supervisor of Records. Release of copies of records must be authorized by the Chief of Police, Deputy Chief of any Bureau, or the Supervisor of Records.
 3. Copies of accident reports and incident report summaries can be released upon the payment of a nominal fee. A Freedom of Information Act form does not need to be submitted for copies of these reports.
- C. Copies of accident reports shall be made and distributed in the following manner:**
1. Original Electronic Submission – Illinois Department of Transportation (IDOT)
 2. Copy from MCR

- D.** Evidence and Property reports are labeled and shall be distributed in the following manner:
1. Original – Rockford Police Records Center
 2. Property and Evidence copy – Property and Evidence Unit
 3. Investigative copy – Investigative Services Bureau
 4. Legal copy – States Attorney or City Legal (only if arrest made)
 5. Receipt – Owner’s receipt (if applicable)

VI. RECORDS CENTER COMPUTER SECURITY

- A.** The Information Services Section is responsible for the security and maintenance of the Records Center computer systems to include:
1. All Records Center data back up and storage.
 2. Access security to Records Center computer systems.
 3. Annual password audits and security.
- B.** The Net.RMS Administrator is responsible for the security and access of the Net.RMS computer system to include:
1. Application account access.
 2. Module access.
 3. Rights and privileges within designated modules.

VII. CRIMINAL HISTORY

- A.** The Department maintains no criminal history records. All records are maintained through LEADS. Access to LEADS criminal history records are password protected and subject to LEADS access protocols for review and dissemination of information.

VIII. JUVENILE RECORDS

- A.** Juvenile records are distinguished and searchable by age in the Net.RMS system. The age field in the Net.RMS reporting system is a mandatory field.
- B.** Physical security and access to Juvenile records is addressed in Section **II, C** of this Order.
- C.** Juvenile records are maintained in the Net.RMS system after the Juvenile attains the age of majority unless the criteria set forth in **705 ILCS 405/5-915** is met.
- D.** When the Department obtains photographs of Juveniles not related to arrest records the photographs are maintained in a secure file located in the Identification Unit. For information on photographs related to arrest records see General Order **40.10 – Juvenile Procedures**.
- E.** Expungement procedures are outlined in the Records Center Policies and Procedures manual.
1. Record expungement must be accompanied by an expungement order issued by a judge.

IX. RECORDS RETENTION SCHEDULE

- A. The Department has a records retention schedule which is consistent with the State of Illinois Local Records Act retention schedule (**50 ILCS 205 1/9**).

X. WARRANTS

- A. Rockford City warrants are received each business day from the Circuit Clerk's office and, after being verified against the master name index, are entered into the Net.RMS system. Warrants are also entered into the LEADS system (State of Illinois) and the NCIC system (National) according to LEADS and NCIC protocols. Warrant information received from other agencies may be listed in the general announcement area of the Department intra-net web page.
- B. A warrant folder will be created for each warrant which contains the warrant, a copy of the warrant paper, and any criminal histories. The warrant folder will be filed in alphabetical order in the warrant file located in the Records Center.
- C. The Circuit Clerk's office will deliver vacate slips to the Records Center. When a vacate slip is received, the warrant will be given to the Circuit Clerk personnel and a vacate cancel stamp indicated on the back of the warrant paper in the warrant folder. Cancellations of the warrant will be made in Net.RMS system, LEADS system, and NCIC system where necessary.
- D. Warrants are available to Department personnel 24 hours a day, 7 days a week from the Records Center.
- E. Only sworn law enforcement officers may serve an arrest warrant. Officers serving a warrant must sign the warrant book before receiving the warrant. Served and vacated warrant folders are kept on file for a period of one year.

XI. EFFECTIVE DATE

- A. The Department's policy on Central Records became effective on June 11, 2007.

XII. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **March** by the **Supervisor of Central Records** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **10.09 – Central Records** issued June 11, 2007. This order supercedes and cancels Memorandum **2006-033 – Timely Submission of In-Process NetRMS Reports** and Memorandum **2008-008 - Overtime Procedures**.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Administrative Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police