

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 12/03/2021	<b>Supersedes Policy Dated:</b> 04/04/2017	<b>Rescinds:</b>	<b>SOG Number:</b>  <b>303.3</b>
<b>Accreditation Index:</b> 74.1.1, 82.1.1, 82.1.2, 82.1.6, 82.2.3, 82.3.4			
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Records	
<b>Chief of Police:</b> <i>Paul F. Williams</i>			

## Records

### I Policy

It is the policy of the Springfield Police Department to establish procedures for the maintenance, security, and dissemination of all records.

### II Definitions

**Police Headquarters:** Central Repository for police records.

**RMS:** Records Management System.

**SDS:** South District Station.

### III Procedure

#### 1 SECURITY (CALEA 82.1.1(a) and 82.1.1(b))

- 1.1 All personnel at Police Headquarters shall utilize the service counter to conduct business. Only records personnel, lieutenants, captains, majors, chief, or personnel authorized by the Records Supervisors shall be allowed access to the area housing police records.
- 1.2 Only authorized department personnel shall make entries into the computerized Central Records files.
- 1.3 Central Records services are available to department personnel 24 hours a day, seven days a week at Police Headquarters.
- 1.4 Access to various police department computer systems is obtained by the employee's supervisor making request to Information Systems Division, Communications Department or responsible agency for employee accounts as set out in SOG 308.1 –

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Information Systems. Criminal History information from MULES/NCIC will be fulfilled per guidelines set forth by the MSHP and NCIC. (CALEA 82.1.6(c))

- 1.5 Procedure for records security and release will be included in training provided by the employee's supervisor. (CALEA 82.1.6(c))
- 1.6 Files relevant to employee assignment that need revision or deletion as set out in SOG 308.1 – Information Systems shall be reviewed by the employee's supervisor. (CALEA 82.1.6(d))
- 1.7 Police Services Administrator will conduct an annual audit of the Central Records computer system to verify all personnel who have access via passwords to the system. (CALEA 82.1.6 (d))

## **2 NUMBERING SYSTEM (CALEA 82.2.3)**

- 2.1 All calls for service (citizen reports of crime, citizen complaints, etc.) and officer initiated calls shall be issued a computer generated event control number at the time the incident is reported. A computer generated case number is obtained after the event number is initiated if a report is written. Each year on January 1st at 0001 hours, the computer numbering system will begin with the current year and start with number one (96-000001). Each number thereafter shall be consecutive and shall be separate and distinct for each incident.
- 2.2 Records personnel are responsible for ensuring that all case control numbers issued are properly recorded in the Records system. This is completed via an interface between the CAD and RMS computer systems.
  - 2.2.1 All reports with a disposition of RPT are automatically tasked to the officer by the RMS system for a report to be written. Supervisors are responsible for ensuring all employees complete their reports in a timely manner.

## **3 COLLECTION, DISTRIBUTION, AND STORAGE OF RECORDS**

- 3.1 All handwritten reports and RMS report attachments will be placed in the "IN" basket in the copy room.
- 3.2 Reports are copied and distributed within the Department and to various outside agencies per Records written instructions.
- 3.3 Records personnel will make appropriate computer entries of reports in the crash files.
- 3.4 Handwritten reports and RMS report attachments are scanned and saved into the RMS system. Attachments with any handwritten or original information are filed in a yearly incident file which consists of original documents that are filed numerically. Copies of documents for attachment are scanned into the RMS system and then destroyed after 30 days.
- 3.5 In most circumstances, original documents shall remain within the Records Section.
  - 3.5.1 Original documents produced by the Narcotics Enforcement Section will be maintained in that section or as a confidential report in the Records Management

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System until such time it is determined the information is no longer of a sensitive nature.

- 3.5.2 Follow-up and case reports generated by Criminal Investigation and Narcotic Enforcement personnel are created in the RMS system, attached to the incident reports.
  - 3.5.2(a) Follow-up investigation criminal case reports are due for completion in 38 calendar days following the date of assignment, unless a homicide or formally extended by a Criminal Investigations supervisor. (Refer to SOG 402.8 - Criminal Investigations)
  - 3.5.2(b) Upon return of criminal case reports after review by the appropriate prosecuting authority, original case files are forwarded to Central Records for archiving.
- 3.5.3 Property Submission Reports will be maintained electronically by the Property Unit.
- 3.5.4 Original written statements, rights waivers, consent to search and search warrants will be stored in the Property Section and a copy placed into and maintained by Records.
- 3.5.5 Original probable cause statements will be forwarded to the Prosecutor's office. A copy will remain in Records.
- 3.6 Records maintained by other units.
  - 3.6.2 Crime by location files will be maintained by the Crime Analysis Unit.
  - 3.6.3 Calls for Service by location files will be maintained by Research and Development.
  - 3.6.4 Drug contact files will be maintained by the Narcotics Enforcement Team.
  - 3.6.6 Case management files will be maintained by the Criminal Investigation Section.
  - 3.6.7 Missouri Uniform Summons and Complaint books are maintained by the Uniform Operations Bureau Administrative Office. (CALEA 82.3.4(a) and 82.3.4(c))
    - 3.6.7(a) Officers are issued a summons book by recording the beginning and ending numbers of the summonses and then signing a log in book. These summonses are kept in a locked file cabinet in the Uniform Operations Bureau administrative offices and will be issued to the officer by either the UOB Office Administrator, UOB Administrative Assistant, or the officer's immediate supervisor.
      - 3.6.7(a.1) The UOB Office Administrator and the UOB Administrative Assistant will maintain a key to the locked file cabinet. In their absence, the officer's immediate supervisor can access the file cabinet by checking out a key from the Records Department.
      - 3.6.7(a.2) The UOB Office Administrator will ensure that a database is kept with information regarding the issuance of summons books. This database will be accessible to supervisors and will contain the

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following information. (CALEA 82.3.4(b))

- 3.6.7(a.2.1) Date of issuance;
  - 3.6.7(a.2.2) Officer's name;
  - 3.6.7(a.2.3) Officer's DSN;
  - 3.6.7(a.2.4) Log Book Number;
  - 3.6.7(a.2.5) Beginning and ending summons numbers.
- 3.6.7(b) The "police" copy of the summons is filed in a monthly file by date located in Records Section.
- 3.6.7(c) Voided summonses are turned into Records for retention. A listing of those summonses is maintained electronically by the Records Section through entry into the Law Enforcement Traffic System (LETS) or the RMS.
- 3.6.7(d) Completed originals of summonses are forwarded by Records Section to the appropriate court.
- 3.6.7(e) Supervisors shall conduct an annual audit of all summonses issued to those officers under their supervision and will provide documentation on an Annual Summons Audit / MVS Review form, (SPD Form # 13-AD-0635).
- 3.6.7(e.1) The audit will take place in conjunction with an officer's annual performance evaluation or when an officer leaves the department. The audit will involve all summonses issued during the twelve month period and will account for all summonses:
    - 3.6.7(e.1.1) Issued to violators and sent to the courts as recorded in our RMS and;
    - 3.6.7(e.1.2) Voided by officers and submitted to Records.
  - 3.6.7(e.2) If the audit shows that any summonses are unaccounted for, the supervisor will instruct the officer to submit an IDC explaining the discrepancy. The IDC will be attached to the supervisor's documentation.
  - 3.6.7(e.3) Completed Summons Audits shall be reviewed by the Section Commander and forwarded to the Uniform Operations Bureau Administrative Office.
- 4 DISSEMINATION OF RECORDS (CALEA 82.1.1(c))
- 4.1 Central Records personnel at Police Headquarters will be responsible for processing requests for copies of police reports.
    - 4.1.1 Dissemination will be made according to applicable state law and city ordinance.
    - 4.1.2 The appropriate fee will be collected for the sale or reports with the money transferred to City of Springfield Finance Department as per SOG 104.2 – Fiscal Management.
  - 4.2 Central Records personnel will be responsible for processing request for file checks on individuals.

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- 4.2.1 Conviction information is considered an open record and will be available to the public.
- 4.2.2 Non-conviction information is a closed record and is not available to the public.
- 4.2.3 The appropriate fee will be collected for file checks with the money transferred to City of Springfield Finance Department as per SOG 104.2 – Fiscal Management.

## **5 JUVENILE RECORDS**

Collection, dissemination and retention of fingerprints, photographs, and other juvenile record entries.

- 5.1 Collection - Reports are marked juvenile by the completing officer in the Records Management System and juvenile information automatically made confidential within the system. No juvenile reports, except those in 5.1.2 and 5.1.3, are included in Yearly Incident File. (CALEA 82.1.2(a))
  - 5.1.1 Juvenile victims are not subject to separation and reports are filed in the Yearly Incident File.
  - 5.1.2 Juveniles arrested or issued a summons for traffic charges and/or possession or use of any tobacco product are considered adults and are filed in the Yearly Incident File.
  - 5.1.3 Juveniles can be certified as adults on any charge through a court of record and are filed in the Yearly Incident File.
- 5.2 Dissemination of Juvenile Reports (CALEA 82.1.1(c))
  - 5.2.1 Reports are copied and distributed according to distribution instructions.
  - 5.2.2 Juvenile reports are made available to law enforcement via the Records Management System and juvenile information kept confidential from the public.
- 5.3 Retention of fingerprints and photographs (CALEA 82.1.2(b))
  - 5.3.1 The arresting officer is responsible for fingerprinting and digitally photographing any juvenile in custody for a crime that, if committed by an adult, would be a felony by statute.
  - 5.3.2 Completed fingerprint cards are forwarded to the Technical Assistance Unit for processing.
    - 5.3.2(a) The Technical Assistance Unit shall forward the completed fingerprint card to the Missouri State Highway Patrol.
    - 5.3.2(b) Both carbon copies of the fingerprint card information will be released to the Greene County Juvenile Office by the arresting officer.
  - 5.3.3 The digital media card will be turned in to the Police Services Administrator and the digital image shall be uploaded and electronically stored in the juvenile mug shot database. The digital media card will be erased and returned to the submitting officer for use.
- 5.4 Disposition of Juvenile Records

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- 5.4.1 Upon reaching adult age all records of juveniles shall continue to be stored separately as juvenile records unless an expungement of the record is received from the court. (CALEA 82.1.2(d))
- 5.4.2 When ordered by the court, the Records Section shall destroy all social histories, records, and information of a juvenile at any time after the child has reached his eighteenth<sup>1</sup> birthday, if the court finds that such action is in the best interests of the child. (RSMo. 211.321.5). (CALEA 82.1.2(e))

## **6 UNIFORM CRIME REPORTING**

- 6.1 Central Records shall compile monthly Uniform Crime Reporting data and submit this information to the Federal Bureau of Investigations and the Missouri State Highway Patrol Criminal Records.
  - 6.1.1 Data is gathered by reviewing, classifying, and coding offense and arrest reports according to Uniform Crime Reporting guidelines.

## **7 WARRANTS**

- 7.1 Springfield Municipal warrants are received from the Municipal Court.
  - 7.1.1 A Police Service Representative (PSR) will be responsible for transporting hard copies of the warrants from Court to the Police Department. (CALEA 74.1.1(d))
  - 7.1.2 Records personnel will stamp the warrants with date and time received and file them in the 30-day tickler file in MULES. (CALEA 74.1.1(a))
  - 7.1.3 Records personnel shall enter all Springfield Municipal warrants into MULES/NCIC. All entered warrants will be verified by name, date of birth, and social security number. (CALEA 74.1.1)
  - 7.1.4 Springfield Municipal warrants are received by the RMS system via an electronic interface between Municipal Court and the RMS system.
  - 7.1.5 Active warrants are available to all personnel and viewable in the RMS system. A warrant is indicated by a warrant flag on a person in RMS.
  - 7.1.6 When an active Municipal warrant is served, officers will contact the MULES operator in Records to obtain the warrant details.
    - 7.1.6(a) The MULES operator will verify the information by name, date of birth and social security number.
    - 7.1.6(b) If requested by the officer, the MULES operator will confirm the warrant through the Municipal Court database and by locating a physical copy of the warrant.
    - 7.1.6(c) The original warrant is forwarded to Municipal Court by the Central Records

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<sup>1</sup> Section 5.4.2, changes juvenile age from seventeen to eighteen to comply with RSMo. 211.321.5, per [Policy Change Order 21-026](#).

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- 7.1.6(c.1) The arresting officer will take the warrant to court if the individual is not booked.
- 7.1.6(d) If the person is booked into the Greene County Criminal Justice Center Jail, the MULES operator is responsible for forwarding the warrant, with the appropriate return information, to the Municipal Court.
  - 7.1.6(d.1) Records staff is responsible for transporting it back to Municipal Court.
  - 7.1.6(d.2) Central Records will fax a copy of the warrant to the Greene County Criminal Justice Center Jail.
- 7.1.6(e) The MULES operator will complete the lower portion of the warrant labeled Officer's Return.
- 7.1.6(f) The MULES operator is responsible for canceling the warrant in MULES.
- 7.1.6(g) Records personnel are responsible for canceling the MULES entry when notified that Municipal Court has recalled the warrant.
  - 7.1.6(g.1) The original warrant shall be marked "re-called" and dated. It is then returned to Municipal Court.
- 7.2 All other warrants will be entered into MULES/NCIC by the issuing agency. Warrants received by phone or mail will not be accepted if they have not first been entered into MULES by the issuing agency.
  - 7.2.1 All State offense (felony and misdemeanor) warrants are initiated by the Greene County Prosecutor's Office and MULES/NCIC entry is made by the Greene County Sheriff's Office.
    - 7.2.1(a) When an active warrant is served, officers will contact the MULES operator in Records to obtain the warrant details.
      - 7.2.1(a.1) The MULES operator will verify the information by name, date of birth, and social security number.
      - 7.2.1(a.2) If requested by the officer, the MULES operator will confirm the warrant through the originating agency.
      - 7.2.1(a.3) Central Records will fax a copy of the warrant and confirmation to the Greene County Criminal Justice Center Jail.
      - 7.2.1(a.4) The MULES operator is responsible for canceling the warrant in MULES.
    - 7.2.2 Copies of warrants received from other jurisdictions are distributed to the meeting board for both Headquarters and the South District Station.
      - 7.2.2(a) Records personnel are responsible for purging warrant copies from the meeting board when warrants are served or recalled from the originating jurisdiction.
      - 7.2.2(b) A copy of a warrant received from another jurisdiction is not valid for arrest.

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## 8 PROBABLE CAUSE ITEMS

- 8.1 Probable cause items are issued by the investigating officer or CID investigator assigned to the case investigation.
  - 8.1.1 The original of a probable cause item shall be maintained in the Records Management System. All probable cause items are available to all employees in the RMS system and are indicated by a flag on the person record. Probable cause items are available to Emergency Communications via an interface between the RMS system and the Communications Open Query application.
  - 8.1.2 Records personnel or officers cancel the probable cause item when the subject is arrested or when notified the item is no longer active.
  - 8.1.3 Cancellation is completed by updating the original item in RMS.

## 9 TRAFFIC RECORDS SYSTEM

### 9.1 Traffic Crash Data

- 9.1.1 Records Section maintains computerized motor vehicle crash data including driver information, location, and report numbers available to citizens and insurance representatives.
- 9.1.2 Original reports are maintained by Central Records Section for all reported vehicular crashes and summonses issued.
- 9.1.3 Computerized crash location data is maintained by the Traffic Engineer's Office, Springfield Public Works. This data is shared with the Traffic Section, Springfield Police Department.

### 9.2 Traffic Enforcement Data

- 9.2.1 All traffic violation summonses are maintained by computer in the Records Section. Information includes type of charge, issuing officer, violator information, and location of violation. Traffic arrest information is also maintained.
  - 9.2.1(a) Arrest information for all intoxicated-related traffic offenses will be forwarded to the central repository of the Missouri State Highway Patrol as required by RSMo 43.544.
- 9.2.2 Springfield Municipal Court maintains computerized data on court disposition of all traffic violation summonses issued by SPD personnel and cited into Municipal Court. The Traffic Division of the Greene County Circuit Court maintains a similar file for SPD charges filed into State Court. Data is available to SPD personnel for analysis.

### 9.3 Roadway Hazard Reporting

- 9.3.1 Roadway hazard conditions are immediately communicated to Emergency Communications Dispatch for immediate referral and action by the appropriate agency (Street Department of Springfield Public Works, or Missouri State Highway Department).
- 9.3.2 Trafficway engineering problems are identified by crash investigation data located in the Traffic Engineer's Office and shared with SPD Traffic Section staff.



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#### **9.4 Traffic Crash/Enforcement Analysis**

- 9.4.1 The computer system shared by the Traffic Section and Traffic Engineer's Office allows statistical reporting, including traffic crash/enforcement analysis by location and time frame as well as identification of high frequency accident locations within the City.
- 9.4.2 Analytical data is used to develop enforcement strategies and assist in traffic grant reporting.

## **IV Attachments**