



Sheridan Police Department
Policies and Procedures
14.1 Replaces 303.1
Chapter 14 – Records
Section 1 – Function & Operations

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Signature:

The records division is a component of the administrative bureau and is responsible for the records management function including retention, maintenance, and dissemination of police records produced by department employees for law enforcement purposes.

14.1.1 General Function

- A. The functions of the records division includes:
 - 1. Assist officers in producing original reports.
 - 2. Maintenance of records in an orderly and useful fashion through filing techniques, document imaging, computer entry of data, etc.
 - 3. Implementing controls to assure each report and citation is turned in to the records division;
 - 4. Security and proper dissemination of records; and
 - 5. Distribution of data to appropriate department components.
- B. Administrative bureau personnel maintain an automated computer records system and enter all offense and arrest report information into this system. Inquiries and/or reports may then be generated from the system including, but not limited to:
 - 1. Master name index:
 - a. Complainants;
 - b. Victims;
 - c. Suspects;
 - d. Persons arrested; and
 - e. Witnesses.
 - 2. Index of incidents/calls for service by location and type.
- C. Original records or other documentation shall not be removed from the records area except upon order of a court or the chief of police. Copies may be made for investigative, court or other purposes.

14.1.2 Juvenile Records

- A. Any court ordered expungement shall be complied with in accordance with Wyoming Statute 14-6-241 and Wyoming Statute 14-6-440.
- B. Juvenile records shall only be disseminated to authorized persons or as established in section 14.4.5.
- C. Records of individuals successfully completing the juvenile diversion program shall be flagged and that record shall not be released to any public inquiries.

14.1.3 National Incident-Based Reporting System (NIBRS)

- A. The administrative bureau will submit crime data for the National Incident-Based Reporting System (NIBRS) database on a monthly basis.
- B. Data is gathered by reviewing, classifying, and coding offense and arrest reports according to NIBRS guidelines.
- C. To ensure that information is collected for – NIBRS purposes, officers will complete and submit the appropriate report in accordance with sections 14.2.3 and 14.2.4.
- D. Supervisors shall review all reports to ensure that the reports are classified correctly and the contents of the reports contain the necessary information for NIBRS reporting.

14.1.4 Record Security

- A. In addition to physical restrictions to record access (see section 26.5.1.D), access to information stored in the electronic records management system is controlled by City of Sheridan administrative policies 4.1 through 4.17.
- B. Security of the department information systems is a high priority. Any actions that may compromise this security will be treated as a serious violation.
- C. Network security shall be monitored and enforced by the police department administration, the city information technology manager, and through personal responsibility of the individual user. See City of Sheridan handbook.

14.1.5 Citations

- A. Obtaining Citations
 - 1. The Sheridan Police Department shall strive to maintain strict accountability for all citation/complaint forms used by its personnel.
 - 2. All citation books shall be stored in a secure cabinet in the patrol section until they are issued. The key for the cabinet is stored in the KeyPer system.
 - 3. Patrol supervisors are responsible for maintaining and issuing new citation books. Each time a citation book is issued, the citation control log will be completed. Information shall include the officer's name; date of issue; and the beginning and ending citation numbers. Officers receiving a citation book shall be required to sign the log as a receipt as required in Wyoming Statute 31-5-1210.
 - 4. Patrol supervisors shall notify the administrative bureau when additional citations need to be ordered from the state.
- B. Record Keeping
 - 1. Completed written citations will be turned in by the end of the shift to the shift supervisor.
 - 2. Following shift supervisor approval, all completed citations shall be submitted to the proper court and the records division for processing and storage.
 - 3. Administrative Bureau personnel will log citation dispositions when they become available.
- C. Voiding Citations
 - 1. On occasion, there may be a need for employees to void citations due to an error.
 - 2. If an error was made while writing a citation and the defendant has not been given his or her copy, the citation may be administratively voided. The procedures for voiding citations are as follows:
 - a. The issuing officer must write "VOID" across the citation.

- b. The issuing officer shall provide a written memorandum explaining the error made and indicate the control number of the citation issued in its place or that no citation was issued in its place. The citation and the memorandum will be endorsed by the officer's first line supervisor.
 - c. Once approved the citation and the memorandum will be forwarded to the records division.
 - d. Administrative Bureau personnel will enter the citation on the control log and file the memorandum and citation.
 3. If an error was made while writing a citation and the citation has been delivered to the court, the citation must follow normal procedure and be disposed of in open court. It may not be voided. A motion to amend shall be sought through the appropriate prosecuting attorney.
- D. Accounting
 1. Wyoming Statute 31-5-1211(d) requires officers to return a copy of every traffic citation issued to an alleged violator and all copies of every traffic citation which has been spoiled or upon which any entry has been made and not issued to an alleged violator.
 2. All issued citations shall be accounted for in the department computer records system and all other citations shall be accounted for in the control log.
 3. To ensure that all citation books are fully accounted for, administrative bureau personnel shall conduct audits.
 4. When personnel resign or are terminated, all citation books in their possession shall be returned to the administrative bureau.
 5. Lost or stolen citations shall be immediately reported to the officer's supervisor.

14.1.6 Records Maintained Outside of the Records Section

The following files are authorized to be kept away from the general records division area:

- A. Administrative files;
- B. Internal affairs files;
- C. Training files;
- D. Personnel files;
- E. Confidential informant files.