



Sheridan Police Department
Policies and Procedures
14.6
Chapter 14 – Records
Section 6 – Imaging

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Signature:

The Sheridan Police Department will convert report attachments to digital images for inclusion in the records management software.

14.6.1 Record Imaging

- A. Dispatch and the administrative bureau will be responsible for scanning and indexing incident report documents into the Spillman records management software.
- B. Dispatch will scan and index the documents attached to the incident report upon receiving them into the scanning basket located outside the dispatch window. Upon completing the indexing and scanning, dispatch will place the records in the appropriate basket. Administrative personnel will immediately view the scanned materials for completeness and or errors.
- C. Whenever possible, documents should be scanned in batch mode so that multiples can be scanned at once reducing scanning and indexing time.
- D. The following is a list of documents to be scanned and directions as to how the paper document is to be disposed. This is not an all-inclusive list. All the different types of documents that may be attached to a case cannot be predicted. Any questions about materials should be directed to the records supervisor.

Crash - *file*

Alcohol influence report forms – *file*

Waiver of rights - *file*

30-Day temporary form – original to state - *file*

Notice of suspension – original to state - *file*

DUI officer signed statement- original to state - *file*

Affidavit of probable cause – original to appropriate court- *destroy*

DUI check list - *file*

Booking sheet/Mug shot/Release information form/Fingerprints - *file*

Citations – *file*

Vehicle impound sheet – *file*

State abandoned vehicle form – original to sheriff's office - *file*

Juvenile information form – original to county attorney - *file*

N.C.I.C. forms for stolen property and missing persons - *file*

Voluntary statement - *file*

Bad check form packet - *file*

Affidavit of forgery - *file*

Evidence Sheet - *file*

Evidence disposition form - *file*
Drug field test form - *file*
Photographs (35 MM, Polaroid's, negatives) – *file*
Teletype's - *destroy*
Original checks - *file*
Officer notes - *destroy*
County warrants – *file*
Search warrant return & receipts – *destroy*
Driver history information – *file*
Case management sheet – *destroy*
Crime lab request letters – *destroy*
Crime lab identification report – *file*
Autopsy report – *file*
Medical records – *file*
Reports from other jurisdictions - *file*
Pawn shop ticket – *do not image, file*