

Records Unit

Effective Date:	12/27/2019
Revised Date:	05/12/2024
Issuing Authority:	Jay Miller

213.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Alsip Police Department Records Unit. The policy addresses [department/office] file access and internal requests for case reports.

213.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Unit by Records Unit personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1,

213.2 RECORDS UNIT FUNCTIONS & RESPONSIBILITIES

The Records Unit shall be the central storage location for all records and statistical information that is maintained by the Department. The functions and responsibilities of the Records Unit include:

- A. Ensuring compliance with various Department directives relating to the records function.
- B. Conducting records checks for the Department, other government agencies, and individual citizens.
- C. Transferring reports to various components of the Department as well as other agencies.
- D. Maintaining copies of all original reports, supplements, and attachments.
- E. Completing court transmittals and related work.
- F. Completing data entry requirements.
- G. Processing parking tickets, municipal ordinance violations, and traffic citations.
- H. Answering non-emergency telephone lines.
- I. Maintaining all photocopying equipment and supplies.
- J. Retrieving and disseminating statistical information.

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213.3 FILE ACCESS AND SECURITY

The security of files in the Records Unit must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police [department/office] case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Unit, accessible only by authorized members of the Records Unit. Access to case reports or files when Records Unit staff is not available may be obtained through the Patrol Sergeant.

The Records Unit will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

213.3.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Unit. Should an original case report be needed for any reason, the requesting [department/office] member shall first obtain authorization from the Records Clerk. All original case reports removed from the Records Unit shall be recorded on a designated report check-out log which shall be the only authorized manner by which an original case report may be removed from the Records Unit.

All original case reports to be removed from the Records Unit shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Unit. The photocopied report shall be shredded upon return of the original report to the file.

213.3.2 COURT FILES

The Records Unit shall be responsible for preparing files with all necessary documents for court appearances. In no case should original documents be sent to court unless specifically required by subpoena. If a subpoena is issued for an original document, a copy of the subpoena shall be placed in the appropriate Records Unit file and the requirements of the Original Case Reports subsection of this policy shall be followed.

213.3.3 SEPARATION OF JUVENILE AND ADULT RECORDS

The Department's juvenile arrest records and criminal history records are maintained separately from the criminal records of adult offenders.

A. Juvenile arrest records are maintained within the Investigations Unit to include arrest reports, photographs, and fingerprints along with other forms of identification.

B. Adult records are maintained within the Records Section to include arrest reports, photographs and fingerprints.

213.3.4 JUVENILE RECORDS

Juvenile records in hard copy form, including fingerprints and photographs, shall be clearly marked as "Juvenile," separated from adult records, and stored in locked receptacles within the Records Unit under the supervision of the Records Clerk. Computerized juvenile records shall be

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categorized as "Juvenile" within the records management system and access shall be restricted to authorized members via password.

213.4 MASTER NAME INDEX

An alphabetical master name index that includes the names of persons identified in field reports is maintained within the Records Unit by Records Unit personnel.

213.5 FILE TYPES

The Records Unit should maintain files to include:

- (a) Incidents by type of offense or report.
- (b) Incidents by location.
- (c) Stolen property file.
- (d) Found property file.
- (e) Recovered property file.

213.6 POLICY

It is the policy of the Alsip Police Department to maintain [department/office] records securely, professionally, and efficiently.

213.7 RESPONSIBILITIES

213.7.1 RECORDS CLERK

The Chief of Police shall appoint and delegate certain responsibilities to a Records Clerk. The Records Clerk shall be directly responsible to the Administration Lieutenant or the authorized designee.

The responsibilities of the Records Clerk include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Unit.
- (b) Scheduling and maintaining Records Unit time records.
- (c) Supervising, training, and evaluating Records Unit staff.
- (d) Maintaining and updating a Records Unit procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 - 1. Homicides.
 - 2. Cases involving [department/office] members or public officials.

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3. Any case where restricted access is prudent.

213.7.2 RECORDS UNIT

The responsibilities of the Records Unit include but are not limited to:

- (a) Maintaining a records management system for case reports.
 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the [Department/Office] with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection), as applicable, for the following types of occurrences:
 1. Officer suicides
 2. Officer misconduct
 3. Uses of force
 4. Officer deaths or assaults
 5. Crime incidents
 6. Deaths in custody

213.8 CONFIDENTIALITY

Records Unit staff has access to information that may be confidential or sensitive in nature. Records Unit staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Unit procedure manual.