

*Keith Porch, Chief of Police*

// K. Porch //

## **GENERAL ORDER 82**

### **RECORDS**

EFFECTIVE DATE: May 1, 2019

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**PURPOSE:** The purpose of this chapter is to describe how the agency will maintain and secure the agency's records.

## **82.1 ADMINISTRATION**

### **82.1.1 PRIVACY/SECURITY PRECAUTIONS**

#### **A. Security and Controlling Access of Records:**

Security of records and files is necessary to maintain the integrity of the information stored in the Division's Records Section, it is the policy of the Division of Police to regulate access to the Records Section and to the official files and documents contained therein, whether they be physically, electronically, photographically, or optically stored.

Records Section Operations Supervisors – are responsible for continually monitoring the working and storage areas of the Section to ensure no unauthorized persons enter without permission from the Chief of Police, Deputy Chief of Police, or the Records Section Operations Supervisors.

Bureau Commanders – are responsible for ensuring that all personnel under their command have been instructed in the proper procedure for obtaining information from the Records Section as outlined in this General Order (GO) and for overseeing the enforcement of the regulations contained herein.

Shift, Section and Unit Commanders – are responsible for ensuring that all personnel under their command know the proper procedure for obtaining information from the Records Section and for enforcing the security provisions of this GO.

#### **B. Access to Records Section**

The Records Section shall remain physically secured at all times.

The doors to the Records Section shall remain closed. Physical access shall be limited to:

- Chief of Police;
- Deputy Chief of Police;
- Bureau Commanders;
- Records Section employees;
- Division Employees and authorized personnel with legitimate purpose and for whom permission to enter has been granted by one of the above.

Whenever there is no one on duty in the Records Section access shall be granted to the on-duty Shift Commander, or one employee designated by the on-duty Shift Commander, for the purpose of obtaining information pertinent to, and urgently needed for, in-progress investigative activities.

Whenever the Records Section is to be unmanned, a key to the Records Section door shall be delivered to the Shift Commander's office by a Records employee and shall be maintained in that office until such time as the Section is again manned.

Only the on-duty Shift Commander or the person designated by the Shift Commander may have access to the key and to the Records Section.

- The key shall be maintained in the Records Section when Records Clerks are working.

No person other than those listed is authorized to access the Records Section.

- Officers, city employees, and citizens desiring to obtain reports, documents, and/or information from records and files stored in the Records Section shall make their requests at one of the service windows.
- Unauthorized persons shall not enter the Records Section for any reason, unless they are responding to the aid of Records employees during an emergency in the Section.

Security of documents and information

- Original reports or documents shall **not** be removed from the Records Section without authorization from the Records Section Operations Supervisor upon approval by the Chief or Deputy Chief of Police.
- Reports and documents intended for release to officers or citizens shall be copied and only the copies may be released.

### **Storage of Records**

- Second Floor Vault storage shall be limited to those records requiring a high level of security and/or those records of a sensitive nature. All homicide files shall be maintained in the vault.
- Cage storage (behind range) may be used for routine storage of records that may need occasional retrieval.
- Commerce Center Records storage should be used for long-term storage of records such as microfilmed documents, records seldom recalled or those awaiting destruction orders.

### **C Release of Agency Records**

Release of agency records shall be in accordance with the Ohio Public Records Act, the Ohio Open Government Resource Manual (Ohio Sunshine Laws) and Criminal Rule 16 (discovery).

Data printouts obtained from LEADS/NCIC shall not be released to non-criminal justice personnel.

Social security numbers shall be redacted prior to the release of any agency record to non-criminal justice personnel.

Offense/Incident and traffic crash reports shall not be released until the report is marked approved by a supervisor.

Case Files generated from an offense report (and all related documents) that is under active investigation shall not be released without the approval of the assigned investigator or supervisor.

### **82.1.2 COLLECTING, DISSEMINATING AND RETAINING JUVENILE RECORDS**

A. Computer entries of juvenile criminal records within the records management system (RMS) are distinguished by their color and are flagged “juvenile”. Juvenile records are pink in color, and adult records are aqua.

B. If a **juvenile has been fingerprinted and photographed** on the basis of an arrest or custody, the fingerprints, photographs, and “other records” (other records may include the juvenile’s statement or investigator’s report if they would identify the juvenile, (2011 Ohio Sunshine Laws Update) relating to the arrest or custody **must not be disclosed**.

– Other than the documents listed above, all juvenile records pertaining to the **arrest are treated no differently than adult arrest records as they pertain to discovery or public disclosure**.

– Fingerprints shall be submitted to Ohio Bureau of Criminal Investigation and Identification for juveniles arrested for a Category 1 or Category 2 offense as defined by Uniform Crime Reporting. Juveniles who require photographs and fingerprinting will be transported to the Richland County Jail for processing where those records will be maintained and stored.

C. Access to juvenile records shall be maintained in the same manner as adult records.

D. After the juvenile offender reaches adult age, the juvenile records shall be maintained in the records storage area and disposed of in accordance with the City of Mansfield Records Retention Schedule.

E. Juvenile records will be expunged or sealed only by court order and in accordance with the directives described in the court order and with Ohio Revised Code sections 2151.358E and 2151.358F.

### **82.1.3 RECORDS RETENTION SCHEDULE**

The agency will adhere to the records retention schedule established and maintained by the Records Commission of the City of Mansfield in accordance with provisions of Ohio Revised Code Chapter 149, the provisions of the Ohio Historical Society, the Ohio Attorney General, and the State of Ohio Auditors Office.

### **82.1.4 OHIO INCIDENT BASED REPORTING/UNIFORM CRIME REPORTING**

Crime data for Ohio Incident Based Reporting will be collected from offense report data. The information will be submitted on a monthly basis to Ohio Criminal Justice Services for the Ohio Incident Based Crime Report. Ohio Criminal Justice Services electronically submits crime information to the National Incident Based Crime Reporting System (NIBRS) and the Uniform Crime Report (UCR/FBI).

### **82.1.5 STATUS OF REPORTS**

All forms shall be typed or printed legibly in block letters using black/blue ink.

All spaces requiring information will be completed if this information is available, including multiple sources, i.e. witnesses, Records Section, LEADS, etc.

Forms with multiple copies should be checked for legibility on all copies.

Only those forms authorized by the Chief of Police or required by law shall be utilized by agency personnel.

Reports, forms, and logs maintained in the Records Section shall be the originals. Copies of the originals shall be provided to anyone needing information from, or working copies of, the originals. Computer-generated copies in place of original reports shall be given out unless a specific need for the original report is demonstrated.

Generally, all Supplement reports shall be submitted before the end of the officer's tour of duty, especially if the report is marked for follow-up by the Detective Bureau; however, no later than 10 days from the date the original report was generated.

Generally, follow-up reports shall be submitted to the Records Section prior to the end of the officer's tour of duty, if the report is being followed up by the Detective Bureau; however, no later than 10 days of the date the follow-up information was revealed to the reporting officer or employee.

When completing reports, officers will **obtain a sequential incident number** from the communications section for use on all paperwork associated with the incident. This number will be automatically assigned by the computer-aided dispatch system.

- In the event an **incident number is assigned in error** the records section supervisor or his/her designee will be notified and will have a communications supervisor change the incident number to a minor complaint number.

- All paperwork associated with the initial investigations, i.e. offense report, crash reports, supplements, witness statements, and addenda prepared by the initial reporting officer should be completed and submitted **as soon as possible**.

The records section will **maintain all original completed reports**.

- When original records are **released to authorized agency personnel**, records section personnel will document the release.

- Upon completion, **original supplemental reports will be forwarded** by the investigating/reporting officer or by the Transcription Unit to the records section for inclusion in the original report/case file as applicable.

#### **82.1.6 SECURITY OF CENTRAL RECORDS COMPUTER SYSTEM (LE1**

A. The City of **Mansfield Division of Information Technology shall conduct routine backups of systems as follows:**

- A back-up of differential changes is conducted each **Monday, Tuesday, Wednesday, and Friday at 2300 Hours EDT.**

- A separate, complete backup is conducted weekly.

- A separate, complete backup is conducted monthly.

- A separate, complete backup is conducted quarterly.

B. On a weekly basis, the City of Mansfield Division of Information Technology shall remove the differential back up and store it at an off-site, secure location for a period of seven days. At the end of the retention period, the storage media shall be recycled.

C. Access to the central records computer shall be restricted to criminal justice personnel and members of the City of Mansfield Division of Information Technology.

D. Computer applications utilized by the City of Mansfield, Division of Police shall use an automated password system (active directory) which requires the user to select a new password every 60 days.

### **82.1.7 ACCESS AND SECURITY OF CRIMINAL HISTORY RECORDS**

Ohio Bureau of Criminal Investigation and Identification (**BCI**) and **NCIC Interstate** Identification Index (III) Computerized Criminal History files are considered **confidential and may only be accessed by criminal justice personnel for criminal justice purposes.**

**Computerized Criminal History (CCH) files are not to be copied or released to the public,** as these records are excluded from the Public Records Act. (Ohio Revised Code 149.43)

– Due to the State regulations concerning control of Computerized Criminal History (CCH) access, the LEADS terminal is located in the PSCC. Access to the terminal is limited to those employees who have been cleared by BCI&I / FBI background checks, training on LEADS practices, and certified by the testing process.

– The Division’s appointed Terminal Agency Controller (TAC) is the PSCC Operations Supervisor.

– The TAC shall maintain all records, newsletters, and communications from LEADS and will ensure all certified CCH/LEADS operators are kept current on procedures, regulations, laws, etc., concerning CCH access and dissemination of criminal history information.

– All activity relevant to the operation/dissemination of information coming from the LEADS terminal will be in strict compliance with the LEADS Administrative Rules, codified under O.R.C. 4501:2-10.

Division criminal records are subject to Ohio Public Records Law and Criminal Rule 16.

## **82.2 FIELD REPORTING AND MANAGEMENT**

### **82.2.1 FIELD REPORTING SYSTEM**

The following **guidelines** establish procedures for field reporting.

#### **A. Guidelines**

Every incident shall be documented by a Computer-Assisted Dispatch (CAD) report. This report shall be electronically transmitted to the assigned officer. The reporting officer will document the incident as either a General Offense or Minor Offense using the Mobile Field Reporting System or the MOBLAN (**MOB**ile **L**ocal **A**rea **N**etwork) system).

General Offense (NIBRS) reports must be completed on the following incidents unless otherwise directed by a supervisor:

- All crimes, or potential crimes including criminal cases initiated by employees;
- All incidents involving an arrest, criminal summons or incarcerations;

Computer-Aided Dispatch (CAD) generated reports may be generated for:

- citizen complaints

- citizen requests for services when:
  - an officer is dispatched;
  - an employee is assigned to investigate;
  - an employee is assigned to take action at a later time
  - minor traffic offenses
- **Incident Supplements** are to be completed by officers when the officer receives or obtains additional information relevant to a case.
- **Ohio Traffic Crash Reports** will be completed in accordance with the Ohio Traffic Crash Report Procedure Manual.
- **Evidence Vouchers and Vehicle Tow sheets** will be completed anytime property and/or vehicle(s) is received by this agency.
- **Missing persons** reports will be completed according to General Orders 41.2.6 and 41.2.7.

B. Forms – Division members will use the appropriate forms in the amount required to completely document the incident being reported. Such forms include, but are not limited to:

- Incident/Offense Report forms (Computerized/Paper)
- Supplement/Follow-up Report (Computerized/Paper)
- State of Ohio Traffic Crash Reports and supplements (Computerized/Paper)
- Hit/Skip Follow-Up Report (Computerized/Paper)
- Traffic Citation (Computerized/Paper)
- Parking Violation Complaint (Computerized/Paper)
- Misdemeanor Summons (Paper)
- Tow Sheet (Paper)
- Evidence Voucher (Computerized/Paper)
- Field Interview Card (Computerized/Paper)
- Domestic Violence/Protection Order Packet (Paper)
- Death Scene Checklist (Computerized/Paper)

When completing reports, officers will utilize the OSSI Computerized Reporting System. For all other reports, officers will utilize forms as outlined in the Mansfield Division of Police **Forms Manual**.

C. All reports and records maintained to document Division activity will **contain at a minimum the following information**, if available:

- Date and time of the initial reporting;
- Name (if provided) or Neighborhood Watch identity number of the citizen requesting the service and/or victim's or complainant's name;

- Location, date, and time of the incident;
- Nature of the incident;
- Nature, date and time of action taken (if any) by Division personnel.
- Name and ID number of the Officer/Employee who wrote the report and assisting Division personnel.
- Type of follow-up needed, if any.
- A control number (Incident/Offense Report number, Traffic Crash number, Ticket number, etc.)
- In situations where a request for service is by an anonymous source the CAD report and GO report, if completed, should indicate the complainant declined to provide their information.

Reports will be accurate, legible and complete and will be submitted in a timely manner.

D. The Mansfield Division of Police **Forms Manual** details information to be contained in **field reports that would require explanation**. Access to the Divisions intranet (COPNET) also has a link under NIBRS that contains an instruction manual and NIBRS Code manual for the completion of the Incident/Offense reports.

#### **E. Supervisory Review**

All handwritten or computerized field reports, except taped reports, will be reviewed for completeness and accuracy by a supervisor of the unit or section to which an employee is assigned. Approved reports will be forwarded to the Records Section.

- OH-1 and General Offenses (NIBRS) reports require approval by a supervisor. This shall be completed using the MFR/MOBLAN system.
- Incorrect or inaccurate reports are to be returned to the Officer for correction and/or completion by the end of the shift. Then the Supervisor will check it and, if approved, forward it to Records along with the rest of the reports from the Officer's shift.

All completed reports will be forwarded to the records section for review.

#### **82.2.2 REPORTING OF INCIDENTS (LE1)**

A. **Citizen Reports of a crime** within this Division's jurisdiction will require the completion of an offense report if a crime is found to have occurred. Generally crime or incident reports with suspect(s) will not be taken by phone.

B. **Citizen complaints** of a non-criminal nature will be documented by an entry into the CAD System.

C. Incidents resulting in an **officer dispatched or assigned** to a call or complaint will be documented on an offense or incident report, arrest/supplement form, supplemental reports, crash report, missing persons report, or in the Computer-Assisted Dispatch (CAD) system.

D. Criminal and non-criminal **cases initiated by officers** shall be documented on an offense or incident report or on an arrest information form and/or with supplemental reports.

E. Incidents involving **arrests, citations or summonses** shall be documented on the general offense



(NIBRS) report, and/or affidavit and arrest information form, if applicable.

This agency **will report every incident** that occurs within its jurisdiction and/or shall be documented, either by a Computer-Assisted Dispatch (CAD) report or employee prepared report.

### **82.2.3 CASE NUMBERING SYSTEM (LE1)**

#### **Report Numbering**

All crashes, requests for service, minor complaints and G.O. reports will be assigned a number from the CAD system through the PSCC.

CAD generated numbers will commence on January 1 at 0001 Hrs. and run consecutively through 2400 Hrs., December 31 each year.

- Primary call numbers will be used as a control with individual crash or G.O. report numbers assigned by the CAD for use on the reports. No numbers can be duplicated or omitted.
- All Traffic and parking citations are pre-numbered when printed.

Every call for service handled by this agency receives a sequential number assigned by the CAD system.

- Any call for service resulting in a General Offense (NIBRS) report will also receive a **sequential incident number** from the communications section for use on all paperwork associated with the incident. This number will be automatically assigned by the CAD system.
- In the event an **incident number is assigned in error** the records section supervisor or his/her designee will be notified and will have a communications supervisor change the incident number to a minor complaint number.

### **82.2.4 REPORT DISTRIBUTION**

#### **Report Distribution**

At the end of each shift the Patrol Supervisor shall run the Daily Activity for their shift using the Crystal Report Application and print two copies. One copy shall be left in roll call and one copy shall be left at the Information Desk for public review. Police reports are also accessible via the division's website.

All completed handwritten/typed reports and forms will be picked up by a Records Section employee at the beginning of each shift from the Sergeant's Office. Distribution by the Records Section is as follows:

- Citations (paper) – Original, and hard copy to Clerk of Courts; pink copy filed in records.
- Summonses – Original and all colored copies to the Clerk of Courts. The hard copy will be filed in the Records Section.
- Case Jacket – When requested a case jacket will be opened by the Records Section and copies of reports and documents will be incorporated into the jacket. Officers may sign out the case jacket, when needed. A sign-out sheet **SHALL** be left in place of the case jacket folder indicating who has the case jacket. **Officers are responsible for returning the case jacket upon completion.**
- Other documents/forms – Unless specified otherwise, all forms and reports will be filed in the Records Section. Requests for copies of reports will be handled by the Records Section. Records that may be maintained by various units with the Division include but are not limited to:

- Office of the Chief – Internal Investigations, Chief’s Correspondence and budget records.
- Detective Section – Active case files, Confidential Operative Fund records.
- Special Operations Bureau – Criminal intelligence, vice and organized crime files, Confidential Operative files (including funds and related records for the entire Division), active case files, evidence files and related evidence testing reports.
- Support – training files, in-process applicant background records, Accreditation files, and Ohio Collaborative files
- Community Service Bureau – Monthly activity reports, pursuit analysis, inspections.
- Tape recorded statement, supplement, follow-up, confidential and administrative reports will be logged by the Transcriber Unit. Originals will be generated and forwarded to the recording officer for signature. Copies will be distributed as specified by the type of report.
- General Offense (NIBRS) reports and associated documents that meet the criteria as determined by the General Order 42 will be followed up by the Detective Section utilizing the Investigator Dashboard .
- A Detective Section supervisor will determine which reports require distribution to Juvenile Justice Agencies, i.e., Children Services, Juvenile Court, etc.
- Copies of all crash reports where a person is given a traffic citation and a copy of all General Offense (NIBRS) reports where a person is arrested shall be provided to the Clerk of Courts and Law Director when applicable.
- Originals of crash reports will be sent to the Ohio Department of Public Safety. Crash reports involving police vehicles will be forwarded to the Chief’s office. Copies of reports involving other city vehicles will be forwarded to the concerned department head.
- The provisions of the **Ohio Public Records Act** will govern the release of copies of reports requested by the general public.

**82.2.5 REPORTS RECEIVED VIA TELEPHONE**

In answering complaints that are conveyed by telephone to the PSCC, incidents involving the following 10-code, MC-code or Miscellaneous Calls may be handled and processed by telephone: If there is any question as to the facts involving an incident or the citizen specifically requests to talk to a police officer after being given the “telephone report option”, an officer shall be dispatched.

10 CALLS

10-22	INJURED PERSON	Officer dispatched if the incident is crime-related, involves city equipment/vehicles or occurred on city property;
10-26 10-29	DISTURBANCE FIGHT	An officer(s) must be dispatched when the parties involved are still at the scene, or when the element of

10-34	DISORDERLY PERSON	danger to persons or property still exists, or <u>when</u> other <u>criminal violations</u> occurred.
10-31 10-32 10-33	PROWLER SUSPICIOUS PERSON SUSPICIOUS VEHICLE	An officer(s) shall be dispatched if the suspect is still in the immediate area or when an identification of the suspect can be made or when the direction/mode of fleeing is known.
10-33	FIRE	No officer response unless assistance is requested by the Mansfield Fire Department.
10-36	JUVENILE COMPLAINT	An officer(s) shall be dispatched when other criminal violations are involved, or if a threat of danger exists, or if the welfare of the child is threatened. In the case of unruly juveniles where the parents request the child or children be removed to the Richland County Attention Center, officer(s) shall respond.
10-41	SPEEDER HOT RODDING	An officer(s) shall be dispatched when the complaint involves repeated offenses by the same person or vehicle is still in a given area. M/C card shall be made for future directed patrol.
10-43	BAD CHECKS/FRAUD	Respond to felony offense only; i.e. Forgery; Account Closed; (NSF over \$500.00). Misdemeanor complaints may be taken over the phone.
10-44	MISDEMEANOR THEFTS (Less than \$500.00)	Reports may be taken by phone if there are no suspects.
10-47	ASSIST MOTORIST	An officer(s) shall be dispatched when there is an emergency situation traffic hazard; trapped occupants; injury; or sickness.
10-52	MESSAGES	An officer shall be dispatched when message is of an emergency nature requiring immediate action - life/death situation; prevention of disaster.
10-63	VANDALISM CRIMINAL DAMAGING	Report may be taken by phone if there are no suspects and the damage is under \$500.00.

MC Calls

MC-70	ANIMAL COMPLAINTS (Bats, Opossum, Cats, Etc.)	An officer(s) shall be dispatched when there is an <u>immediate</u> danger or hazard to the safety of citizen.
MC-72	CIVIL GRIEVANCE COMPLAINTS	An officer(s) shall be dispatched only when there exists a possibility for the incident to escalate into a dangerous affair where violence may erupt. The normal method of response shall be to refer to the grievant to contact legal counsel.
MC-84	VEHICLE	An officer(s) will be dispatched to a situation where a vehicle is creating a traffic hazard or is in violation of city ordinance. On a 72-hour parking violation complaint, the complainant will be referred directly to the Traffic Section for remedy.

MISCELLANEOUS CALLS

SHOPLIFTERS	Officer(s) shall be dispatched under the following circumstances:  1. The suspect has been involved in another crime besides the shoplifting; i.e., the theft turned into a robbery because of force; or the suspect has a prior theft offense making the present offense a felony.  2. The suspect is becoming disorderly and could possibly flee.  3. Suspect cannot or refuses to produce proper identification.  Under merely routine offenses where the suspect has proper identification, refer complainants to the City Law Director's Office.
HARASSING/ANNOYANCE PHONE CALLS	Officer(s) shall be dispatched only when there are suspect(s) in the matter.
LOCKOUTS	Officer(s) shall respond in emergency situations when a <u>life-threatening situation exists</u> such as an infant is locked in a vehicle or a person has passed out in a locked vehicle. <u>Referral</u> can be made to a locksmith or auto repair shop.
REPOSSESSION OF PROPERTY	A response to repossessions of property will not occur unless extenuating circumstances develop. <b>REMEMBER: An officer has no authority to order a person to give up his property to a repossessor.</b>
FAILURE TO PAY (GAS STATIONS, RESTAURANTS)	Report may be taken by phone when there is no suspect or license number of the suspect vehicle.
VACATION HOUSE CHECKS	Certain times of the year this service is provided by the Auxiliary Unit. Notice will be given when available.
ABANDONED 9-1-1	Police will respond as soon as possible without lights

	or sirens A Rescue Squad will not be dispatched unless there are indicators a medical response is necessary
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PSCC personnel will assign a complaint number for each incident handled over the telephone.

It is imperative that personnel inform the complainant that a report is being taken by phone and will be on file with the Division.

With the exception of SPEEDER HOT RODDING, reports taken over the telephone should be recorded on General Offense Report forms.

**82.3 RECORDS**

**82.3.1 MASTER NAME INDEX**

The records management system (RMS) and computer-aided dispatch system (CAD) will serve as the alphabetical **master name index** for the agency.

**82.3.2 INDEX FILES**

A. The computer-aided dispatch system (CAD) and the records management system (RMS) will serve as the databases for searching service calls and **crimes by type**.

- **Ohio Incident Based Reports (OIBRS)** are completed on a monthly basis using data from the records management system.

B. The computer-aided dispatch system (CAD) and the records management system (RMS) will serve as the databases for searching service calls and **crimes by location**.

C. The RMS will serve as the database to track **stolen, found, recovered and evidentiary property**.

- Records are maintained by type of property, by property numbers that are assigned to each article, and by incident number.

**82.3.3 TRAFFIC RECORDS SYSTEM**

The records management system (RMS), computer-aided dispatch (CAD), traffic section computer database, and court records will serve as the agency’s traffic records system and shall contain:

A. **Traffic crash data** to include reports, investigations and locations.

B. **Traffic enforcement data** to include citations, arrest dispositions and locations.

C. **Roadway hazard information**

**82.3.4 TRAFFIC CITATION RECORDS (LE1)**

The Division currently uses OLEIS software to print eCitations in-car. Individual officers are responsible for

their printed tickets. Each eCitation printed using OLEIS has a computer generated number. The eCitations are sent via in-car computer to the city's Clerk of Courts. If the OLEIS system goes down, officers will use paper citations as a back-up.

The Traffic Section is responsible for the issuance and maintenance of records of traffic citations.

A. Traffic summons, in books of 25, are obtained from the Clerk of Courts office as prescribed by the Ohio Revised Code. The Day Shift Commander or designate, shall sign for the receipt of the ticket books.

- Supervisors must log each summons book out, to individual officers, in the log secured in the cupboard with the summonses

B. When an officer has finished a pad of citations, the officer will turn the completed ledger of violations to the Traffic Section who in turn will forward the ledger to the Clerk of Courts.

- Any summons not issued due to errors must be marked VOID and turned in, with the defendant's copy, to the Traffic Office for accounting with an attached explanation for voiding the summons.

C. Citation books will be stored in **secured areas** in the traffic section with a limited amount secured in the Shift Commander's office until issued to individual officers.

### **82.3.5 RECORDS MAINTAINED BY AGENCY COMPONENTS**

Other documents/forms - Unless specified otherwise, all forms and reports will be filed in the Records Section. Requests for copies of reports will be handled by the Records Section. Records that may be maintained by various units with the Division include but are not limited to:

- Special Operations Bureau/ Special Investigative Section (SIS) - All criminal intelligence, vice and organized crime files, Confidential Operative files (including funds and related records for the entire Division), active case files.

- The Office of the Chief will maintain internal affairs records, use of force records, agency complaint files and other personnel related records.

- Support Services - Budget records, training files, in-process applicant background records, evidence files and related evidence testing reports.

- Community Service Bureau - Daily activity reports, traffic reports and logs.

The City of Mansfield Records Retention Schedule governs retention of all records maintained by the Division.

### **82.3.6 ARREST IDENTIFICATION NUMBER/CRIMINAL HISTORY**

The agency maintains a numerical sequence of persons arrested and includes the identification number in the master name file index. Both the unique identification number and the master name file index are maintained by the Richland County Sheriff's Office.

In July 2008 the Mansfield City Jail was closed. All physically arrested subjects are now processed through the Richland County Jail and Juvenile Justice Center. All arrest information is still captured in the Records Management System (RMS) in both the Adult arrest module and the Juvenile arrest module, though it is no

longer necessary to maintain the booking IB number which was the unique number assigned to individuals upon incarceration, the computer system still groups the individual in the system based on several unique identifiers, i.e., name, Social Security number, date of birth, etc.

**CROSS REFERENCE TO STANDARDS AND POLICIES:** General Order 61.2.1; Communications Center Manual; General Orders 41.2.6, 41.2.7, 52.1.1; Ohio Revised Code 149, 2151.313, 2151.358, 2151.85, 4501.2-10, 5502.11; Ohio Public Records Act; Ohio Open Government Resource Manual (Ohio Sunshine Laws); Criminal Rule 16, (discovery); 2004 Ohio Sunshine Laws Update; Ohio Bureau of Criminal Investigation and Identification, Category 1 or Category 2; Ohio Traffic Crash Procedure Manual; LEADS/NCIC Operating Manual; Case Law (State ex rel Steckman v. Jackson [1994]); FBI UCR Handbook; OIBRS; National Incident Based Crime Reporting System (NIBRS), NIBRS Code Manual; COPNET.

**CROSS REFERENCE TO FORMS:** Mansfield Police Forms Manual, City of Mansfield Records Retention Schedule, Records Section Case Sign Out Form, Warrant Worksheet, LEADS Entry Sheet, FBI Uniform Crime Report.

