



# University of Wisconsin–Madison Police

**Policy: 82.3**

**SUBJECT: RECORDS MAINTENANCE**

**EFFECTIVE DATE: 06/01/10**

**REVISED DATE: 12/01/12, 11/01/13**

**REVIEWED DATE: 04/01/14**

---

## **INDEX:**

- 82.3.1 MASTER NAME INDEX
- 82.3.2 INDEX FILES
- 82.3.3 TRAFFIC RECORDS SYSTEM
- 82.3.4 UNIFORM AND NON-UNIFORM TRAFFIC CITATION SYSTEM
- 82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS
- 82.3.6 ARRESTEE IDENTIFICATION NUMBERS-CRIMINAL HISTORY FILES

## **POLICY:**

The University of Wisconsin–Madison Police Department shall conduct records-related functions in accordance with all applicable state statutes, federal and state regulations, and directives.

## **DEFINITIONS:**

“Uniform Crime Report (U.C.R.)” refers to a system for reporting crime information to the Federal Bureau of Investigation.

## **PROCEDURE:**

### **82.3.1 MASTER NAME INDEX**

The following shall establish procedures governing Departmental index files:

- A. The record section maintains a master name index which includes the names of persons identified in incident reports. The records section shall maintain this automated index file as a component of its electronic records. Criteria for including information in such files shall be based on legal and Department requirements.
- B. The master name index includes victims, complainants, suspects, arrestee, witnesses, juvenile contacts, and drivers or owners of vehicles involved in collisions.
- C. Electronic index files shall be made available to all authorized Department personnel. Such files shall be regularly updated and purges in accordance with record retention directives.

### **82.3.2 INDEX FILES**

The following governs the maintenance of automated index files:

- A. The record section maintains automated index files through the Records Management System. The RMS index includes non-criminal incidents and crimes subdivided by type. This CAD index also includes all calls for service and crimes by location. Both indexes can provide summaries of all verified offenses and services by beat, sub-beat, and/or location.
- B. The RMS index file maintains records of stolen property and maintains an index system for found, recovered, and evidentiary property.

### **82.3.3 TRAFFIC RECORDS SYSTEM**

The following governs the traffic records system of the Department:

- A. The records section has the primary responsibility of storing and maintaining records pertaining to traffic offenses. Traffic records shall include, but not be limited to:
  - 1. Traffic collision data
  - 2. Traffic enforcement data
- B. Roadway hazard information is available through Facilities Planning and Management.
- C. The records file contains the location of all traffic collisions and citations that should be utilized to provide a reference collision or enforcement data related to specific intersections or segments of highways.

#### **82.3.4 UNIFORM AND NON-UNIFORM TRAFFIC CITATION SYSTEM**

The following establish procedures for maintaining records of citations:

- A. It is each patrol officer's responsibility to maintain an adequate supply misdemeanor and non-uniform traffic citations.
- B. Traffic citations and non-uniform traffic citations are stored and issued electronically through the Badger TRACs system.
- C. Books of non-uniform and misdemeanor citation forms shall be issued by the court officer or designee, who will record the following information:
  - 1. Name of person issuing the citation book
  - 2. Badge number and name of person receiving the citation book
  - 3. Date of issuance
  - 4. Control number of citation book issued
- D. The Department court section will securely store and maintain citations in a numeric file for the required retention period.
- E. If a citation or citation book is lost or stolen, the officer to whom the citation or citation book was issued shall submit a memorandum to his/her supervisor, identifying the missing citation or citation book and the circumstances surrounding its loss. A copy of the memorandum shall be forwarded to the Department court section.
- F. An officer may administratively void a citation if an error is made while writing it or if a citation is accidentally damaged. In the event it becomes necessary to void a citation, the officer shall print "void" on it and write a short justification for it on the citation. All copies of the citation will be returned to the Department court personnel.
- G. Audits of citation books will be completed by the court officer. Any discrepancy will be reported to the support services captain for follow-up.

#### **82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS**

The following designates components other than the record section for maintenance of various records:

- A. Records maintained by the support services division include:
  - 1. Personnel investigation records
  - 2. Administrative files for the hiring process
  - 3. Personnel records
- B. The Training Unit maintains training records for the Department.
- C. Communications center staff shall maintain a warrant and wanted persons file. Criteria for entering warrant and wanted person notices in regional, state, and federal information systems shall be based upon existing C.I.B. / N.C.I.C. regulations, state statutes, and policies.
- D. The Investigative Services Captain or designee maintains information in the RMS to track case assignments. The Investigative Services Captain or designee may also maintain reports and other documentation involving sensitive cases, intelligence information, or active drug, vice, or organized crime in a locked file cabinet or in a secure electronic file folder.

#### **82.3.6 ARRESTEE IDENTIFICATION NUMBERS – CRIMINAL HISTORY FILES**

The following shall establish criteria for the recording of arrest information:

- A. All persons custodially arrested by the Department are assigned a Department identification number or booking number. Once the arrestee has been assigned a booking number, all subsequent arrests regarding that person will be referenced by that booking number. Juveniles and adults have separate booking number systems. Therefore, a juvenile upon reaching age 17 is issued a new adult booking number.

- B. The records section shall maintain booking number logs (adult and juvenile, separately) for all booking numbers issued and will ensure that booking numbers are not duplicated.
  
- C. A criminal history file is maintained on every person arrested by the Department. This file may include, but is not limited to:
  - 1. Criminal history transcripts
  - 2. Fingerprints or fingerprint classification information
  - 3. Photographs or computerized mug shots
  - 4. Other arrest documentation