



# **UW–Madison Police Department**

## **Policy: 82.3**

### **SUBJECT: RECORDS MAINTENANCE**

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**STANDARD: CALEA 82.3.1 – 82.3.6 IACLEA 16.1.6**

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#### **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

#### **POLICY:**

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

#### **PROCEDURE:**

##### **82.3.1 MASTER NAME INDEX**

- A. The records section maintains a master name index through the Records Management System (RMS). Unique identification numbers are linked to the master name index. The unique identification number linked to the Master Name index lists all department contacts.
- B. The criteria for including information in such files shall be based on legal and Department requirements.
- C. The master name index includes victims, complainants, suspects, arrestee, witnesses, juvenile contacts, and drivers or owners of vehicles involved in collisions.
- D. Electronic index files shall be made available to all authorized Department personnel. Such files shall be regularly updated and purged in accordance with record retention directives.
- E. All persons under arrest are issued an arrest number that is linked to their Master Name Index.

##### **82.3.2 INDEX FILES**

- A. The record section maintains automated index files through RMS. The RMS index includes non-criminal incidents and crimes subdivided by type. The 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**

- 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**

- A. Traffic and Criminal Software (TraCS) system is the primary means used for completing and issuing traffic, non-traffic and misdemeanor citations. Each citation in the system has a unique identifying number assigned,
- B. Traffic citations, non-uniform traffic citations and misdemeanor citations are stored and issued electronically through the Badger TRACs system and securely stored in electronic format in the RMS citation module.
- C. An officer may void a TraCS citation if an error is made on the citation.
- D. If TraCS is unavailable for use, books of traffic, non-uniform and misdemeanor citation forms are issued by the court Liaison, who will record the following information:
  - 1. Name of person receiving the citation book
  - 2. Date of issuance
  - 3. Control number of citation book issued
- E. The Department court section will securely store and maintain paper citations in a numeric file for the required retention period.
- F. If a paper 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.
- G. An officer may administratively void a paper 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.
- H. Audits of paper citation books will be completed by the Court Liaison. Any discrepancy will be reported to the Support Services Captain for follow-up.

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

- 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 Crime Information Bureau (CIB) / National Crime Information Center (NCIC) 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.