



UW–Madison Police Department

Policy: 82.3

SUBJECT: RECORDS MAINTENANCE

EFFECTIVE DATE: 06/01/10

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STANDARD: CALEA 82.3.1 – 82.3.6 IACLEA 16.1.6

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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. Such files shall be regularly updated and purged in accordance with record retention directives.
- C. 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 traffic records system 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.

82.3.5 RECORDS MAINTENANCE BY OTHER COMPONENTS

- A. Records maintained by the Planning and Professional Standards 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. 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.