COLUMBIA POLICE DEPARTMENT
"Policing Excellence through Community Partnerships"

Directive Type: General Order	*Effective Date:* 10-26-2016	*General Order Number:* 07.03
Subject: Records		
Amends/Supersedes: Section 07, Chapter 03, Records 2008	*Chief of Police:*	
Distribution: All Personnel	*Review Date:* *July 1*	*# of Pages: 4*

1.0   DIRECTIVE

Reports prepared by members of the Columbia Police Department will be accurate, complete and uniformly recorded.

2.0   FIELD REPORTS

Reports that are used for the initial reporting of criminal and traffic incidents are developed by the State Law Enforcement Division and the South Carolina Highway Department and are utilized by all law enforcement agencies in South Carolina. The state mandated forms include:

1.   Incident Report (form 1:99 Rev)
2.   Supplemental Incident Report (form 2:91)
3.   Investigative Report (form 3:91)
4.   Booking Report (form 4:03 REV)
5.   Uniform Traffic Ticket (form S-438 REV 06/14)
6.   Uniform Traffic Collision Report (form TR-310 REV 11/2011)

3.0   PROCEDURES FOR COMPLETING FIELD REPORTS

All Columbia Police Department Field Reporting Forms will be completed in accordance with the South Carolina Criminal Justice Academy training.

Departmental personnel will complete and submit all reports and documents required in the execution of their duties prior to concluding their tour of duty, except as authorized by a supervisor.

4.0   CASE NUMBERS

The assigning of a different case number for each written report and insuring that no two (2) numbers are duplicated is accomplished by use of the Computer Aided Dispatch (CAD) System.

The Columbia-Richland Communications Center will enter all pertinent information regarding a call for police service into the CAD, and the CAD will assign a case number to the call when requested by the responding officer. The CAD system also assigns an incident number to every call regardless of whether the officer requests a case number.

5.0   TYPES OF INCIDENTS

All incidents in one of the following categories, that occurred within the jurisdictional limits of the Columbia Police Department, and require police attention, will be recorded either by written report, traffic citation or by entry into the Computer Aided Dispatch:

1.   Citizen reports of crimes
2.   Citizen complaints
3.   Citizen requests for service when:
   - An officer is dispatched
   - An officer is assigned to investigate
   - An officer is assigned to take action at a later time
4.   Criminal and non-criminal cases initiated by officers
5.   Incidents involving arrests, citations or summonses

Whatever form the recording of a particular incident takes; the recording will include the following information:

1.   Date and time of the initial reporting
2.   Name of the officer or citizen requesting the service/report
3.   Nature of the incident
4.   Nature, date and time of action taken by the law enforcement personnel, if any.

6.0   REVIEW OF REPORTS

Officers will submit reports to their shift supervisor. It will be the responsibility of all shift supervisors to review all Incident, Supplemental, Investigative and Uniform Traffic Collision Reports for accuracy and completeness.

The supervisor reviewing the report will then sign and date the report in the appropriate space indicating the report has been approved and will then submit the report to the Records Unit. Once the Records Unit receives the report it will again be reviewed for completeness and accuracy.

7.0   RECORDING ARREST INFORMATION

All members of the Department who custodial or field book arrest an individual will complete an Incident or Supplemental Report as well as a Booking Report.

The Incident or Supplemental Report will contain all pertinent information on the arrestee such as name, address, date of birth, age, height, weight, date and time of arrest, location of arrest, charge(s), arresting officer and case number.

All persons custodially arrested by any member of the Department will be fingerprinted and photographed by the Detention Center personnel.

The arrestee's photograph and fingerprints will be maintained and filed by the Detention Center personnel.

8.0   REPORTING CRIME DATA TO NATIONAL UNIFORM CRIME REPORTING SYSTEM

Pursuant to 73-21(SC Code of Laws) the State Law Enforcement Division (SLED) is responsible for the processing, analyzing, coding and compiling of reports received from South Carolina law enforcement agencies. The Uniform Crime Reporting (UCR) Department enters statewide reports in the National Crime Information Center.

Each person arrested by the Columbia Police Department will be assigned a SID number by SLED for maintaining criminal history background information. (SC Code of Laws 73-20)

Copies of all required reports are transmitted to SLED on a daily basis by the Columbia Police Departments' records Unit is accordance with the Records Unit SOP.

Each month, the Records unit manager runs an IBASE report which submits the validated crime data to SLED for inclusion in their database/annual publication. SLED, in turn Sends South Carolina data to the FBI inclusion in their database/annual publication,

9.0 RECORDS SECURITY

All criminal records and any records of a sensitive nature will be maintained in a secure environment regardless of the location of those records.

9.1 Records Unit

The Records Unit is locked at all times and access to that area is restricted. Any employee needing to conduct business inside the Records Unit will obtain permission from Records Unit Supervisor before being admitted. During the hours that the Records Unit is closed, the security of that area will be the responsibility of the Records Unit Supervisor.

9.2 Criminal Investigations Division

Records located in any of the workstations of the Criminal Investigations Division will be securely locked any time that the workstation is unmanned. Access to those records is restricted to assigned employees and those persons with permission from an Investigations Division Sergeant to review the records.

9.3 TRU

Access to the records located at the TRU is restricted and is under the control of the Officer in Charge.

9.4 Region Work Areas

Any records considered to be of a sensitive nature are to be secured in a locked location any time the unit is unmanned.

10.0 RECORDS AVAILABILITY

Central records information is available to operations personnel on a 24 hour basis through any City terminal that has the Records Management System (RMS) installed. NCIC files and SC Highway Department Vehicle/Driver files are available to operations personnel on a 24 hour basis through the Columbia-Richland Communications Center, Mobile Data Computers and the TRU.

All state and national wanted and warrant notices are entered on the NCIC system by TRU. All entering personnel are NCIC certified through the SCCJA and follow the established regulations for entry of information, verification and cancellation of information into the system.

Warrants are a function of the Municipal Court and will be available during established working hours. After working hours the TRU will notify the on-call warrant clerk, to provide 24 hour access to inactive bench and criminal warrants. Active warrants are filed at the TRU and then distributed to the appropriate jurisdiction or Region where operations personnel may access them at any time.

11.0 REQUESTING INFORMATION OR RECORDS FROM OUTSIDE AGENCIES

The free exchange of information between law enforcement agencies is vital to the proper performance of the police function in the information era. However, it is incumbent upon law enforcement agencies to carefully monitor these

exchanges to minimize the possibility of abuse of sensitive information.

Employees will not request incident or personnel information for personal use without proper authorization. Information for personal use is defined as any information requested concerning an incident or investigation to which the employee has not been specifically assigned as a member of this department. Employees who believe that they have a need for such information must complete CPD form 52:00 "Outside Agency Information Request" (attachment #) and submit it through the chain of command prior requesting information from an outside agency.

CPD form 52:00 is not required from employees in the course of their official duties in conjunction with cases to which they are specifically assigned.

This directive does not prohibit employees from requesting public information as a private citizen.

12.0   RELEASE OF INFORMATION TO OUTSIDE AGENCIES

Information concerning incident or accident investigations, criminal history or personnel matters will not be released to a representative of an outside agency without a written request on agency letterhead, agency fax or NCIC request.

All written or faxed requests for incident or accident investigations will be maintained on file in the Records Unit for a period of ninety (90) days following the request.

13.0   RECORDS RETENTION SCHEDULE

The Records Unit will utilize the follow retention schedule prior to destruction:

Incident Reports	Ten (10) years
	*Exceptions: rape and murder reports, which are kept indefinitely
Collision Reports	Three (3) years
Traffic Citations	Three (3) years
Public Contact/Warning forms	One (1) year
Booking Reports - adult	Arrestee seventy five (75) years old or death
Booking Reports - juvenile	Arrestee reaches twenty one (21) years of age
FI cards	One (1) years or moved into case jacket

14.0   JUVENILE RECORDS

Juvenile records are more confidential than adult records pursuant to SC Code of Laws Section 63-19-2030.

Information identifying a child must not be open to public inspection. SC Code of Laws Section 63-19-2030(B)

Based upon dates of birth as entered into the Records Management System (RMS) juvenile records will automatically be marked "Juvenile" at the bottom of the file.   Electronically stored juvenile records are accessible to any police department employee who has been given Juvenile Rights by the Records Department Supervisor and the IT department.

Juvenile records shall be expunged based upon an order of the court of competent jurisdiction as provided by the judicially ordered expungement of adult records.