

**TITLE: Records**

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**PURPOSE**

The purpose of this directive is to establish guidelines and procedures for the Department's Records Section.

**DISCUSSION**

Records shall be maintained in accordance with Public Records and Federal Guidelines relating to Uniform Crime Reporting, State and Local laws, and the policies and procedures of the Department.

**POLICY**

It shall be Department policy to create and maintain records, through reports, of criminal activity, investigations, stolen, found, recovered, and evidentiary property along with any other actions performed by Department personnel.

**PROCEDURE**

**33.1.01** The Records Section receives reports from all divisions/sections/units from within the Department and is a central repository for all reports and recorded initiated by this Department's personnel.

**MAINTENANCE AND CONTROL**

**33.1.02** Review, control, maintenance, retrieval, dissemination and destruction of report, according to applicable laws and policies are essential to the operation of the Central Records Section.  
**33.1.03** The supervisor of the officer/employee writing the report will review all reports. This review ensures

that the reports are completed in compliance with directives.

**33.1.04** The Regional Emergency Communications Center (RECC) shall assign a separate computer generated number to every call for service received.

**33.1.05** Reports shall be reviewed and entered by the Records Section to ensure that a record has been made for each call for service requiring a report and that it contains information required for UCR Reports.

**33.1.06** Information will be retrieved from reports and coded for UCR purposes.

**33.1.07** Reports shall be maintained in the Records Section for a period consistent with State Retention Schedule requirements, and maintained in an orderly and accurate manner.

**33.1.08** Reports shall be filed in completed and signed computer form, and placed in a sequentially numbered folder. Report case numbers are assigned sequentially.

**33.1.09** Juvenile affidavits, arrest reports, (warrants, fingerprints and photographs) are filed in a separate locked file isolated from adult records.

**33.1.10** Control of reports is conducted by a daily review and monthly checks by Records Section on reports. This is conducted for current, delinquent or unreported dispositions of reports. Supplementary reports indicated status of cases are received on a regular basis and are entered and placed with the appropriate case file.

**33.1.11** When cases are cleared by the District Attorney's Office, disposition sheets are received by the Records Section and filed.

**REPORT DISTRIBUTION**

**33.1.12** The distribution of reports shall be made according to agency policy and state and federal laws. Copies of reports are made available to various agencies, persons or Department personnel upon specific request.

**33.1.13** In accordance with law, certain sections of reports are made available to insurance companies and individuals upon request.

**33.1.14** Copies of incident reports are routinely distributed to the following agencies:

- A. The District Attorney's Office receives all cases involving felony arrests and all felony crimes.
- B. Children's Youth and Families Department, Families in Needs of Services, Children's in Needs of Services receives all juvenile reports where a child is a victim.
- C. Juvenile Probation and Parole receives all reports where a child is a suspect.
- D. Municipal or Magistrate Courts may receive all Misdemeanor Arrests, Misdemeanor and Traffic Citations, and Motor Vehicle Accidents.
- E. All supplements are distributed respectively.

**33.1.15** All other reports are routed in accordance with directive 69.1.

#### CITIZENS REPORT OF CRIME

**33.1.16** Reports from citizens shall be documented in the Departments CAD/Records Management System (RMS) computer systems. An individual reference number shall be assigned to each incident. These areas shall include but are not limited to:

- A. Reports of crimes by citizens;
- B. Citizens' complaints (see below);
- C. Incidents resulting in an employee being dispatched or assigned;
- D. When a Police Officers is dispatched for service at a citizen's request, when an Officer/ Investigator is assigned to investigate or when an Officer is assigned to take action at a later date;
- E. Criminal and non-criminal cases initiated by employees;
- F. Incidents involving arrests, citations and summonses shall be recorded, assigned a reference /case number and kept by the Central Records Section.

**33.1.17** When the severity of the incident warrants, Officers shall obtain an incident number from Regional Emergency Communication Center (RECC) and complete a written report. These areas shall include but are not limited to:

- A. Reports of crimes by citizens;
- B. Criminal and non-criminal cases initiated or investigated by an Officer;
- C. Incidents involving arrests, citations and summons shall be recorded, assigned a reference/case number and be kept by the Central Records Section.

**33.1.18** The Regional Emergency Communications Center is responsible for the assignment of reference and/or case numbers. This shall be handled by the Department's CAD /RMS system.

**33.1.19** Personnel who initiate cases or complaints that are received outside the Communications Center are responsible for notifying the Center for the assignment of reference/case numbers.

**33.1.20** Dispositions for all calls for service, whether received or self-initiated, shall be recorded either by CAD /RMS or written reports and filed with Central Records. An annual audit and evaluation of the complaint control recording system shall be conducted.

**33.1.21** All records CAD/RMS shall contain at a minimum the following information:

- A. Date and time of initial reporting;
- B. Name (if available) of citizen requesting the service, victims name or complainants name;
- C. Location of incident;
- D. Nature (type) of the incident;
- E. Nature, date and time of action taken (if any) by Officers.

**33.1.22** All reports shall be completed in accordance with the current reporting forms and manuals.

**33.1.23** Supervisors shall review said reports in

accordance with the criteria established by directive 69.1.

**33.1.24** The reviewing Supervisor's signature shall indicate that the report was satisfactorily completed and reviewed.

**33.1.25** Follow-up/supplement assignment responsibilities are outlined in directive 69.1

**33.1.26** The Records Supervisor of the Support Services Division shall conduct an annual audit of the CAD /RMS System to determine if the system is satisfying department requirements and needs. A report will be provided to the Deputy Chief who oversees Support Services. If needed, the report will include recommendations for changes or procedural modifications that are identified.

**33.1.27** All report writing manuals and forms shall be reviewed at least annually. They shall be reviewed for the following:

- A. Discrepancies;
- B. The need for change;
- C. Ensure duplication of effort is prevented;
- D. Format is consistent with records maintenance or data processing requirements;
- E. All forms have the approval of the Chief or his designee prior to use.

**33.1.28** Components who utilize forms shall be included in the review of that form.

**33.1.31** The Department accesses computerized criminal history information through the following computer system:

- A. Police Department RMS computer system;
- B. New Mexico State Criminal Justice Information System (CJIS);
- C. New Mexico Crime Information Computer (NMCIC);
- D. National Crime Information Computer (NCIC).

**33.1.32** User profiles and passwords are required to access the **RMS**, CJIS, NMNCIC and NCIC computer systems.

**33.1.33** The New Mexico Public Records Statutes govern the release of criminal history information from RMS and CJIS computer systems.

**33.1.34** Santa Fe City Police Department, Central Records, maintains a Criminal History Dissemination Log of all criminal histories, which are disseminated outside of records.

**33.1.35** Criminal Histories, which are run and not disseminated are immediately, shredded once read.

**33.1.36** The release of criminal history information from the NMCIC computer systems is governed by NMCIC and is only released for law enforcement purpose.

**REPORT/RECORDS RETENTION**

**33.1.37** The State of New Mexico, Division of Archives and Records Management control retention of reports /records.

**33.1.38** Criminal intelligence information shall be considered active and retained as long as it related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activity.

**33.1.39** Other records will be retained until the information is determined to be no longer of any value to the Department.

**33.1.40** Duplicates of reports are retained until

**PRIVACY AND SECURITY**

**33.1.29** Original reports are maintained within the Central Records Section and shall be removed from the area only by subpoena or authorization of a Records Section Supervisor.

**33.1.30** Police Department Computer System is set up to release only what is releasable in accordance with the Inspection of Public Records Act and Arrest Information Act.

**CRIMINAL HISTORY RECORDS**

obsolete, superseded, or of no administrative value.

#### BACKUP AND STORAGE OF CENTRAL RECORDS COMPUTER FILES

**33.1.41** The City of Santa Fe Information Technology Section or Regional Emergency Communications Center (RECC) Information Technology Section personnel perform a full backup of the central records computer files once a week. To ensure the integrity of the backup, the computer system is taken off-line during the backup process.

**33.1.42** The backup data is stored on magnetic tapes, which are recycled using a five-day rotation cycle. These tapes are stored at the RECC with the most current set of backup tapes moved to secure location every Monday.

#### RECEIPT OF FUNDS

**33.1.43** Personnel assigned to the Records Section shall collect fees for the cost of copying incident reports and photographs. The fee schedule as set forth under New Mexico State Statute.

**33.1.44** Pre-numbered receipts containing multi-colored forms in triplicate is maintained.

- A. The original receipt goes to City Cashiers Office.
- B. The first copy of receipt is maintained in Records Section.
- C. The second copy goes to requesting party.

**33.1.45** All cash, checks, or money order are secured in a locked money box, with authorized access only. The money is kept in the Records Section safe. All monies, checks and receipts are balances daily, and turned over to the City Cashiers office for deposit.

**33.1.46** Audits are conducted according to Fiscal Policy and/or State Law.

#### INCIDENT REPORTS

**33.1.47** Incident and Arrest reports shall be maintained in the Records Section in numerical order.

**33.1.48** Records personnel enter information from all written reports into the CAD/RMS system to include but not limited to:

- A. The location of each incident;
- B. The type of incident;
- C. An index of stolen, found, recovers property;
- D. Narrative.

**33.1.49** Records shall maintain a master name index in the RMS system which shall include, at a minimum the name of victims, complainant, suspects, person arrested and witnesses. These files shall be utilized as a cross-reference to all documents in which a person has been named.

#### ARREST RECORDS

**33.1.50** The Records Section shall maintain a record of the individual's arrest and enter the arrestee's name, DOB, address, arresting agency, arresting officer, date of arrest, booking number, stature number of offense, the charge and social security number into RMS.

**33.1.51** The arrest report shall be scored based on the criteria provided by the UCR. Data is forwarded to the Department of Public Safety with UCR Reports.

**33.1.51** Information on all persons arrested is kept within the RMS Computer System included with the following data :

- A. Booking number & initial of arresting agency;
- B. Date of arrest;
- C. Name of defendant;
- D. Defendant's address;
- E. Crime location;
- F. Physical description;

- 1. Sex;
- 2. Race;
- 3. Height, weight;
- 4. Eye color;
- 5. Hair color;
- 6. Scars, marks, tattoos;

- G. Social Security Number;
- H. Date of Birth;
- I. Age;
- J. Place of birth;
- K. Occupation;
- L. Remarks (any caution statements).

**33.1.55** The crime analysis section for future projections or past occurrences may research this data.

**TECHNICAL SERVICES SECTIONS**

**33.1.56** A copy of the arrestee’s photograph, fingerprints and booking sheet are kept separately in the Records Section and cross referenced by case number.

**33.1.57** Juvenile records are kept separately in a file.

**33.1.58** Juvenile finger prints are stored separately in the Records Section.

**RECORDS ACCESSIBILITY**

**33.1.59** The Records Section shall be accessible to Department personnel at all times via Records Section personnel or on City Police Computer system. Information is accessible to the general public between the hours of 7:00 AM and 6:00 PM, Monday through Friday.

**33.1.60** Entrances and exits to the Records Section shall remain locked. Entry into the Records Section is restricted to Police Department Personnel assigned to the facility, Department Supervisors and persons conducting business with records section personnel.

**33.1.61** Persons not assigned to the Records Section facility or authorized by the Records Section Supervisor shall be escorted. Only Records Section personnel shall directly access the facility.

**33.1.62** Records Section personnel shall release information in accordance with the New Mexico Public Records Act and New Mexico Arrest Information Act.

- A. The Police IPRA Custodian (designee of the Chief of Police), will respond to IPRA requests.
  - 1. The Custodian will attempt to locate all responsive public records. In so doing, the Custodian shall ensure:
    - a. that all relevant police officers are included in the search for responsive documents;
    - b. that the relevant physical evidence file is searched for responsive documents; and
    - c. that the Custodian receives written confirmation from the relevant officers and evidence custodian of the search and its results.

**33.1.63** The Records Section shall release any information on juveniles only in accordance with the New Mexico Public Records Statues.

**33.1.64** Records Section shall furnish copies of public records upon request and collect the fee prescribed by law.

**33.1.65** All fees are receipted and for and sent to the City Cashiers for deposit into the general fund.

**33.1.66** Individuals or businesses may submit public record requests to Records to determine if potential employees have criminal records.

**33.1.67** For each inquiry the following should be submitted the name (and aliases or maiden name), race, sex, date of birth, social security number (if available) and a processing fee.

**IDENTIFICATIONS NUMBERS**

the RMS computer system disabled shall notify the Records Supervisor of Information System.

**33.1.86** Information Systems shall keep a log of all notifications of computers with access to the RMS computer system disabled by failed long- attempts and follow up on potential access violations.

**33.1.87** Definitions:

**A.** Custodian, means any person responsible for the maintenance, care, or keeping of a public body’s public records, regardless of whether the records are in that person’s actual physical custody and control.

**B.** File Format, means the internal structure of an electronic file that defines the way it is stored and used;

**C.** Inspect, means to review all public records that are not excluded in Section 14-2-1 NMSA 1978;

**D.** Person, means any individual, corporation, partnership, firm, association or entity;

**E.** Protected personal identifier information, means:

- 1. All but the last four digits of a:
  - a. taxpayer identification number;
  - b. financial account number; or
  - c. driver’s license number;
- 2. All but the year of a person’s date of birth; and
- 3. A social security number.

**F.** Public body, means the executive, legislative and judicial branches of state and local governments and all advisory boards, commissions, committees, agencies or entities created by the constitution or any branch of government that receives any public funding, including political subdivisions, special taxing districts, school districts and institutions of higher education.

**G.** Public records, means all documents, papers, letters, books, maps, tapes, photographs, recordings and other materials, regardless of physical form or characteristics, that are used, created, received, maintained or held by or on behalf of any public body and relate to public business, whether or not the records are required by law to be created or maintained.

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APPROVED:   
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