Records

802.1 PURPOSE AND SCOPE
This policy establishes the guidelines for the operational functions of the Woodland Police Department Records. The policy addresses agency file access and internal requests for case reports.

802.1.1 NUMERICAL FILING SYSTEM
Case reports are filed numerically within the Records by Records personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

802.1.2 UNIFORM CRIME REPORTING
The Woodland Police Department participates in the Uniform Crime Reporting Program (UCR) and/or the National Incident Based Reporting System (NIBRS). The Records Clerk is responsible for ensuring that UCR/NIBRS reports are provided to the Washington Association of Sheriffs and Police Chiefs (WASPC) on a regular basis.

802.2 FILE ACCESS AND SECURITY
The security of files in the Records must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police agency case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records accessible only by authorized members of the Records. Access to case reports or files when Records staff is not available may be obtained through the Shift Sergeant.

The Records will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

802.2.1 ORIGINAL CASE REPORTS
Generally, original case reports shall not be removed from the Records. Should an original case report be needed for any reason, the requesting agency member shall first obtain authorization from the Records Clerk. All original case reports removed from the Records shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records.

All original case reports to be removed from the Records shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records. The photocopied report shall be shredded upon return of the original report to the file.

802.2.2 RECORDS CONCERNING JUVENILES

The Records Clerk shall be responsible for the destruction of juvenile records in accordance with RCW 13.50.270, including the following circumstances:

- Upon receiving notification from the juvenile court that specific records should be destroyed.

- Upon receiving notification from the Office of the Governor that a specific juvenile has received a full and unconditional pardon, the Records Clerk shall ensure that all records pertaining to that juvenile are destroyed within 30 days.

802.3 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

ACCESS is a computer-controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and the Washington Crime Information Center (WACIC). There are specific requirements for agencies accessing the information in the group of computer systems in ACCESS.

802.3.1 ACCESS USE REQUIREMENTS

No member of the Woodland Police Department shall operate any of the ACCESS systems without first complying with the training requirements as listed in the ACCESS manual.

802.3.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Woodland Police Department complies with all of the following ACCESS requirements:

- Warrant entry

- Receiving information from outside agencies

- Recording information

- Verifying information

- Canceling information

- Providing 24-hour access to agency warrants

It is the responsibility of the Records Clerk to ensure that all ACCESS computer and network security requirements are in place and operational.

802.4 OFFICER SAFETY ADVISORIES

A Violent Person File (VPF) database is maintained by the National Crime Information Center (NCIC) and is intended to provide protection to police, corrections, or other criminal justice officers. Individuals who represent a potential threat to officers may be entered into ACCESS when they have previously exhibited assaultive or threatening behavior during contacts by law enforcement.

To qualify for entry, one or more of the following conditions must be met (ACCESS Operations Manual Chapter 33-3 II, C):

(a)   The offender has been convicted for assault or murder/homicide of a law enforcement officer, fleeing, resisting arrest, or any such statute that involves violence against law enforcement.

(b)   The offender has been convicted of a violent offense against a person to include homicide and attempted homicide.

(c)   The offender has been convicted of a violent offense against a person where a firearm or weapon was used.

(d)   A law enforcement agency, based on its official investigatory duties, reasonably believes that the individual has seriously expressed the intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

Officers who encounter a person who they believe is a threat to officer safety should submit a report detailing the circumstances of the contact and nature of the threat for entry as an Officer Safety Advisory.

All Officer Safety Advisories are subject to approval by the Chief of Police or the authorized designee.

Once approved, the Records is responsible for making the appropriate entry into ACCESS.

Whenever an Officer Safety Advisory is initiated by the Woodland Police Department, it is the responsibility of the Records Clerk to ensure that a copy of the supporting documentation and the authorized statement signed by the Chief of Police are maintained in a separate file. Supporting documentation may include the crime report, officer's supplemental report, mental health report, or other similar documentation.

802.5 COURT ORDERS
The Records Clerk shall see that no-contact orders received from the court are entered into the WACIC or other applicable criminal intelligence information system for one year or until the expiration date specified on the order. Upon receipt of notice that an order has been terminated, the Records Clerk shall see that the order is removed from the applicable system (RCW 9A.40.102; RCW 9A.40.104; RCW 9A.40.106).

The Records Clerk should ensure that court orders for the surrender and prohibition of weapons and the revocation of any concealed pistol license are immediately entered into the appropriate databases (RCW 9.41.800).

802.6 POLICY
It is the policy of the Woodland Police Department to maintain agency records securely, professionally, and efficiently.

802.7 RESPONSIBILITIES

802.7.1 RECORDS CLERK

The Chief of Police shall appoint and delegate certain responsibilities to a Records Clerk. The Records Clerk shall be directly responsible to the Administration Operations Commander or the authorized designee. The responsibilities of the Records Clerk include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records.

(b) Scheduling and maintaining Records time records.

(c) Supervising, training, and evaluating Records staff.

(d) Maintaining and updating a Records procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides

2. Cases involving agency members or public officials

3. Any case where restricted access is prudent

802.7.2 RECORDS SECTION

The responsibilities of the Records include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Agency with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection, U.S. Department of Justice's National Law Enforcement Accountability Database), as applicable, for the following types of occurrences:

1. Officer suicides

2. Officer misconduct

3. Uses of force

4. Officer deaths or assaults

5. Crime incidents

6. Deaths in custody

(h) Ensuring that UCR/NIBRS reports are provided to the Washington Association of Sheriffs and Police Chiefs (WASPC) on a regular basis.

802.8 CONFIDENTIALITY

Records staff has access to information that may be confidential or sensitive in nature. Records staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records procedure manual.

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