



POLICY/PROCEDURE NUMBER: 07-O.A.-008

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SUBJECT: RECORDS DATA COLLECTION

EFFECTIVE DATE: December 18, 2019

REVIEW DATE: December 18, 2020

AMENDS/SUPERSEDES: Procedural Directive #2004-11, *Citation, DL310 Form, Restraining Order, CLETS/JDIC Teletype Processing Update*, October 6, 2004; July 12, 2007 version; March 6, 2008 version; January 27, 2010 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.

IACLEA STANDARD: 16.1.5, 16.1.6, 16.1.8, 16.1.9

CSU POLICE SYSTEMWIDE POLICY – NO

APPROVED: Gregory L. Murphy, Chief of Police

I. PURPOSE

The purpose of this directive is to establish the policy and procedures for capturing and maintaining a variety of data for use in measuring case loads and to facilitate management decisions relating to the operational and information needs of the department.

II. POLICY

It is the policy of this department that the central records unit supports the effective delivery of law enforcement services through the comprehensive collection and preservation of information generated via the Records Information Management System (RIMS).

III. DEFINITIONS

- A. CAD: Computer Aided Dispatch
- B. CCHRS: Los Angeles County Consolidated Criminal History Reporting System
- C. CHP: California Highway Patrol
- D. CLETS: California Law Enforcement Telecommunications System
- E. CWS: County Warrant System
- F. DMV: Department of Motor Vehicles
- G. NCIC: National Crime Information Center
- H. P.C.: Penal Code
- I. Records Supervisor: As defined by the California Code of Regulations (11CA ADC section 1001) a full-time, non-peace officer employee of a participating California law enforcement agency who performs law enforcement records supervising duties which include records maintenance, control, release, destruction, and security 50% or more of the time within a pay period.

- J. RIMS: Records Information Management System
- K. SWITRS: Statewide Integrated Traffic Records System

III. PROCEDURES

A. People Index

The department shall maintain a master name index of persons identified in RIMS field reports to include those parties named in incident reports, arrested subjects, victims, witnesses, and reporting parties in calls for service.

B. The department maintains its records via the Records Information Management System (RIMS).

1. RIMS includes:

- a. Service calls and crimes by type;
- b. Service calls and crimes by location; and
- c. Stolen, found, recovered, and evidentiary property files.

2. Officers shall enter property into the RIMS system by type, e.g., stolen, found, recovered, and evidentiary designations. The property database can be searched by article, brand, serial number, case number, color, date, item number, location in property room or any combination of these fields.

3. Dispatchers enter service calls and incident reports into the RIMS Computer Aided Dispatch (CAD) system and officers enter crime reports into the RIMS case management system.

4. The records unit compiles crime statistic reports on a monthly basis for submission to the California Department of Justice and, on an annual basis, for reporting to the Department of Education as well as to the California State University Chancellor's Office.

C. The records unit shall collect and maintain a records database regarding traffic accidents and traffic enforcement data via RIMS. Roadway hazard information is reported by the officers to dispatch who document this information into RIMS and forward it to the appropriate agency for handling. Policies and procedures for the processing and transmission of citations to the appropriate court for hearing shall be completed in accordance with applicable laws.

1. The records unit shall maintain all records pertaining to traffic citations to include the issuance of citation booklets to police officers, accounting for citations, transmittal of citations to the proper court(s), and the storage of citations in a secure file.

2. Upon request by an officer for a citation booklet, the Records Supervisor will verify that the citation booklet contains a total of 25 citations.

3. The Records Supervisor will record in the citation log: the citation book number, officer's name, officer's serial number, date issued, and purge date for the citation book.

4. Upon issuance of a citation by an officer to a violator:
 - a. The officer enters the citation into the RIMS citation log.
 - b. The violator's information automatically defaults to the RIMS People Index.
 - c. The citation is submitted to the sergeant for review and approval.
 - d. Upon approval, the sergeant submits the citation to records.
 - e. The Records Supervisor reviews the citation for accuracy and completion. If the citation is inaccurate or incomplete, it shall be returned to the officer via the sergeant. The sergeant shall direct the officer to complete a Citation Correction form and re-submit the citation, with the correction form, to records.
 - f. The Records Supervisor reviews the form and enters the correction in RIMS. The Records Supervisor will send the violator a notice of correction if a new court date is required.
 - g. Adult citations and juvenile traffic citation and a copy of the citation transmittal summary form are sent to Los Angeles Superior Court Master Control at 1945 S. Hill Street, Los Angeles, CA 90008. A copy of the transmittal summary is retained in the Records unit for audit purposes.
 - h. All other Juvenile citations, along with **a copy** of the citation transmittal summary form are sent to Los Angeles County Probation Department, Central Records, JAI Referrals, 320 West Temple Street, Room 110, Los Angeles, CA 90012.
5. Citation books containing copies of citation reside within the records unit, a secured area accessed by card key entry.
6. Officers may request a copy of the citation for court/subpoena purposes. The Records Supervisor will provide the requested copy and return the original citation to the files.

D. Record Maintenance in Agency Operational Components

1. All department records shall be maintained in accordance with the established record retention schedule as noted under "custodian of record". The Records Unit is the central repository of all records maintained by department divisions/units. Archival reports/records that are maintained and secured in the records unit include, but are not limited to:
 - a. Parking records;
 - b. Police administration records:
 - 1) 911 CDs & flash drive with ECATS downloads containing phone number lists;
 - 2) SWITRS CDs;
 - 3) CHP forms;
 - 4) DMV Pull Notice records.
 - 5) Department Audit and Inspection Reports (internal/external)
 - d. Crime Statistics:

- 1) Jeanne Clery Crime Reporting;
 - 2) Uniform Crime Reporting;
 - 3) Annual Campus Safety Plan Reporting;
 - 4) Department of Police Services Annual Report.
- e. Injury/Illness reports.
 - f. Registered/non-registered Off-Campus Event Spot Check Form filed in crime report files (if applicable) or in the alpha files.
 - g. Incident Command Post - Incident Status Summary Form filed in the alpha files.
 - h. Customer Satisfaction Survey Records filed in the alpha files. Details on the Customer Satisfaction Survey, along with information on how the survey is disseminated, may be found in Department Policy 04-C.P.-001 - Crime Prevention and Community Relations.
 - i. All department internal and external audit records filed in the alpha files.
 - j. Archived Field Training (FTO/CTO) Records
 - k. Archived Accreditation Files
 - l. Patrol Shift Logs
 - m. Patrol and Dispatch Schedules & Shift Bids
 - n. Temporary Detention Facility Logs
 - o. Dispatch Start of Watch Checklists and 911 Misrouting Forms
 - p. LAPD Part 1 Notification Forms (Kristin Smart Act)
 - q. Matador Patrol Logs and Files
 - r. Close/Inactive Criminal Investigation Files
2. The investigations unit shall maintain case files on active cases under investigation, to be transferred to the records unit when inactivated.

E. Agency Identification Numbers and Criminal History File

1. RIMS assigns a unique identification number to a specific person upon entry of a new name into the People Index.
2. Once an individual has been assigned an identification number, all subsequent arrests, citations, summons, and information concerning that person will be referenced to that specific identification number.
3. Computerized criminal history records can be accessed via the California Law Enforcement Telecommunications System (CLETS) and the Los Angeles County Consolidated Criminal History Reporting System (CCHRS) web application.
4. Upon the arrest of a suspect, officers may request a criminal history (CII) printout to include with their report.
5. Police dispatchers and the detectives have access to the CLETS terminals located in the dispatch center and the investigations office, respectively, for purposes of running a CII.
6. The dispatcher shall indicate the date, his/her name, the crime report number, and reason for the inquiry on the criminal history log located in the communications center for audit purposes. Detectives and dispatchers are to ensure that they

enter correct information in the appropriate JDIC/CLETS boxes justifying their need-to-know criminal history information.

7. Printouts of criminal history information are to remain secured with the requesting officer or detective and subsequently attached to the police report.
8. Criminal history printouts become part of the detective case file.
9. Criminal history printouts are not released to the public, nor are they currently computerized for use in the RIMS system.

F. Recording Arrest Information

1. All arrests, regardless of whether they are processed in the field or at the police station, require that the arresting officer be assigned a report number for reporting purposes and to complete the automated booking information.
2. Misdemeanor Traffic Violations require the following:
 - a. Notice to Appear (Traffic Citation) and Citation Correction (if applicable);
 - b. Officer's Crime Report (if needed);
 - c. Evidence and Property (if applicable).
3. Hazardous misdemeanor violations (e.g., driving under the influence), non-traffic misdemeanor violations, and felonies require these additional items:
 - a. Live Scan fingerprints;
 - b. Photograph (taken as part of automated booking);
 - c. Exceptions:
 - 1) Combative or violent persons who could cause bodily injury to self or others;
 - 2) Persons arrested solely for 647(f) P.C. (drunkenness);
 - 3) Persons who are physically incapable of completing the identification process;
 - 4) Any child (13 years of age and younger) may have his/her photograph and fingerprints taken only with shift supervisor approval.
4. The identification process is the responsibility of the arresting officer. Completion of the following reports and forms is required:
 - a. Los Angeles County Sheriff's booking slip (if applicable);
 - b. Los Angeles County Sheriff's add-charge slip (if applicable);
 - c. Evidence and Property form (if applicable);
 - d. Any additional reports and/or forms, as directed by the shift supervisor, related to an adult or juvenile criminal act.

G. Warrant and Wanted Persons File

1. When an investigating officer seeks a misdemeanor or felony complaint/arrest warrant on a suspect who is not in custody, he/she shall present the case to the appropriate prosecution office, i.e., either the Los Angeles city attorney or the Los Angeles district attorney. If the complaint is issued, the investigating officer shall deliver the complaint to the warrant clerk, sign and swear to the complaint and obtain the warrant.
2. The criteria for entering notices into regional, state and federal information systems have been established by the court. When the court issues a warrant, the court will enter it into the Los Angeles County Warrant System (CWS) for misdemeanors or the National Crime Information Center (NCIC) for felonies:
 - a. The investigating officer shall obtain a certified printout of the arrest warrant;
 - b. The officer shall review the information on the CWS notice for completeness and accuracy against the original report. If the investigating officer finds any incorrect or missing information on the CWS warrant, he/she shall immediately advise the court's warrant clerk of the error and/or missing information.
3. When the court issues a warrant, the information shall be recorded on the detective case jacket and in RIMS.
4. When field contact reveals an outstanding warrant on an individual, the dispatcher shall follow CLETS/NCIC hit confirmation procedures to confirm that the warrant is active:
 - a. Receipt of warrant information may be via the CLETS database, by telephone, or through police agency contact;
 - b. Upon receipt of a hit on CLETS, the dispatcher shall verify the information by initiating a hit confirmation request. A timely response from the agency that issued the warrant is required for hit confirmations;
 - c. Upon confirmation of a hit, the dispatcher shall relay the information to the appropriate officer(s).
5. When a warrant is served by this agency or by any other agency, the warrant shall be cancelled from the CWS by the court.
6. Case records not in the RIMS system shall be stored in the Records Unit filing shelves; a secured area accessed by card key entry via a proximity lock.