



DEPARTMENT OF PUBLIC SAFETY

LAW ENFORCEMENT OPERATIONS POLICY AND PROCEDURES

Chapter 18: Records Information Management

Revised:

Last Reviewed: February 15, 2023;

Adopted:



I. PURPOSE:

To establish procedures for the maintenance, use, and preservation of law enforcement records of the various law enforcement agencies of the Technical College System of Georgia (TCSG).

II. POLICY:

It is the policy of the Technical College System of Georgia that each TCSG law enforcement agency will establish and maintain a system for managing law enforcement records. All records will be maintained in accordance with the Records Retention Schedule established by the Georgia Archives and Georgia Law.

III. DEFINITIONS:

User – the person who utilizes the system on a regular basis or makes periodic requests of the system.

Records Management System (RMS) - refers to the system each TCSG Department uses to record, catalog, retrieve, and analyze data collected by the agency and other sources. The agency RMS may be digital or maintained manually.

IV. CASE NUMBERING SYSTEM:

Each TCSG law enforcement agency will establish a case numbering system to assign unique case numbers to each incident report to the agency. Case numbers are not to be duplicated.

Each agency will attach an appendix to this policy describing the case numbering and Records Management System used by the agency.

V. INCIDENT REPORTS: (GLECP std. 7.1 a, b, c, d)

A. TCSG law enforcement agencies will utilize the agency's Records Management System (RMS) to record reports of incidents that are alleged to have occurred on

the property of the agency's TCSG college. This includes, but is not limited to:

1. Citizen Reports of Crimes
 2. Incidents resulting in an officer being dispatched or assigned
 3. Criminal and non-criminal cases initiated by law enforcement employees
 4. Incidents involving arrests, citations, or summonses.
- B. Incident Reports shall be accurately entered into the Records Management System (RMS). Reports should be completed in a timely manner, either during or shortly after the shift in which the incident was reported. Supplemental reports will be entered by the appropriate Officer during follow-up.
- C. All documents, images, or electronic files will preferably be added to the RMS and linked to the correct incident report(s) or in some cases, entered the Property and Evidence record.
- D. Original and supplemental reports will be reviewed by the appropriate Supervisor as soon as possible after submission. Supervisors shall return the report to the originating Officer for correction if there are errors.
- E. Upon final approval, the Supervisor will ensure that the report is filed in the agency records for long-term storage.
- F. At the discretion of the College Chief of Police, certain reports may be temporarily removed from general view during an active investigation.

VI. TRAFFIC CITATIONS:

Each traffic citation issued by an officer shall be entered into the agency's Records Management System (RMS) for tracking. The entry shall include the court in which the citation will be submitted for disposition.

The College Chief of Police or designee will review each citation for accuracy and ensure the citation is forwarded to the proper court.

VII. ACCOUNTABILITY FOR TRAFFIC CITATIONS (GLECP std. 7.2 a, b, c):

Traffic citations shall be accounted for from the point of issuance to individual Officers through final adjudication by the court.

- A. Issuance of Manual Citation Books
Upon issuing a traffic citation book, the College Chief of Police or designee shall record the citation numbers of the citation book into a log established for tracking citation booklets.
- B. Issuance of Electronic Citations
TCSG law enforcement agencies that utilize electronic citations will utilize a system for issuing and tracking citations by individual numbers.
- C. Citation Audits
1. A documented citation audit shall be conducted annually by the College Chief of Police or designee. The audit shall consist of a sufficiently representative sample of electronic and manual citations to ensure citations are accounted for.

2. If deemed necessary, the Chief of Police or their designee may direct any additional audits to be conducted on electronic or manual citations.
3. Lost or stolen citations shall be reported to the Chief of Police via a written memorandum, which will include the citation number, results, and explanation or the investigation of the lost, or stolen citation, and any action taken.

D. Security of citations

1. All unissued manual citations will be maintained in a secure area, accessible only to the Chief of Police or designee, until the time of issuance.
2. All unissued electronic citations will be password protected and maintained by the RMS until issued.

VIII. CUSTODIAL ARRESTS – a unique number assigned (GLECP Standard 7.3):

Each TCSG agency will issue a unique identification number assigned to a custodial person arrested by the agency offer. This number will be referenced for each subsequent arrest of that person by the agency. This number may be a number assigned by another agency, such as the Sheriff's Office, where the offender was booked upon arrest.

IX. EVIDENCE AND PROPERTY DATA:

The College Chief of Police or designee shall be responsible for entering all evidence and property records within twenty-four (24) hours of having received them.

X. PRIVACY AND SECURITY OF CENTRAL RECORDS:

Physical access to the area where the agency's records are stored is to be limited to employees and contractors with a legitimate need for access.

XI. RELEASE OF AGENCY:

Persons requesting information and/or records shall make a request by telephone, mail, electronically, digitally, or in person.

Records will be released in accordance with Georgia's Open Records Act. If a question arises concerning the release of records, the Chief of Police will make the determination as to the release.

XII. CRIMINAL HISTROY RECORDS:

The computerized criminal history files for the state of Georgia are maintained by the Georgia Crime Information Center (GCIC). Any computer designated for GCIC use must be in an area with controlled access, and the computer must be accessed by a username and password. It is the responsibility of all personnel accessing GCIC criminal history records to ensure that the records are properly disseminated. The following reflects the various situations in which criminal histories may be obtained:

- A. Officers may receive criminal histories for investigative purposes.
- B. With a signed consent form, criminal histories are generated for:
 1. Applicants for sworn positions with the agency.
 2. Persons who wish to have a copy of their own criminal history.
- C. With a signed open records form, persons can receive limited criminal histories from other persons.

XIII. SECURITY OF THE CENTRAL RECORDS:

System Access Security

All computerized records management systems shall have controlled access via an employee-specific username and password. Passwords shall not be shared with anyone. The level of access an employee has within the Records Management System will be commensurate with the individual's position in the agency.

IT Personnel having access to the agency's computers and/or servers housing the records management system shall be approved by the Chief of Police and will require a criminal history check before being granted access.

XIV. INTERNAL RECORDS MAINTAINED OUTSIDE OF THE RMS:

Most reports generated by each agency will be maintained in the RMS. Some records, usually those of an administrative or confidential nature or containing such information that renders them more appropriately stored in a specific unit or section, are maintained by various operational components and outside of the RMS. The records include, but are not limited to the following:

- A. Administration - Personnel files, personal correspondence files, grievance files, disciplinary records, use of force reports, employment testing materials, training records, and critical incident review files.
- B. Criminal Investigations - Investigative case files and informant files.
- C. Patrol - Selective traffic enforcement records, extra active patrols, radar/laser records, and completed ride-along forms.

XV. PHOTOGRAPHS AND SUSPECT INTERVIEWS:

- A. Agency personnel should neither encourage nor discourage the photographing of suspects or defendants when they are in public places. In no event should the accused be photographed in a posed position.
- B. Photographs or "mug shots" of an apprehended suspect may be released at the discretion of the Chief of Police.
- C. Personnel shall not allow persons in custody to be interviewed by the news media.

XVI. JUVENILES:

- A. Arrest reports and other information regarding the identity of persons under the age of seventeen (17) may not be released to the media, public agencies, or other unauthorized persons, except collision reports which include juveniles may be released.
- B. Information regarding juveniles may be released to the following upon showing proper identification:
 - 1. The juvenile, parents or guardian, and juvenile's attorney, if ordered by the juvenile court.
 - 2. The district attorney's office.
 - 3. Law enforcement agency where the juvenile resides.
 - 4. The juvenile court, probation, or other agencies, as set forth in O.C.G.A. 15-11-710.

XVII. CRIME ANALYSIS PROCEDURES (GLECP 7.4)

Since the TCSG DPS has no first responder responsibilities, then per GLECP standard 7.5, this standard does not apply. The Brookhaven Police Department handles all first responder issues in our area. Any TCSG agencies with first responder responsibilities will need to develop this policy for their manual.

APPENDIX A

_____ Technical College Police Department

Records Management and Case Numbering System Description.

(Appendix A should include, at minimum, a narrative that gives a complete description of the agency's records management system – whether computerized or manual- and how the agency issues case numbers for incidents.)

SPECIAL INSTRUCTIONS: GEORGIA LAW ENFORCEMENT CERTIFICATION PROGRAM (GLECP) STANDARDS INCLUDED: 7.1, 7.2, 7.3, and 7.4.

This policy is for the Law Enforcement Agencies of the Technical College System of Georgia use only and does not apply to any criminal or civil proceeding. The policy shall not be construed as creating a higher standard of safety or care in an evidentiary sense concerning third-party claims. Violations of this policy will form the basis for departmental administrative sanctions only. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.