

## CHAPTER 82 RECORDS

DISCUSSION: The Records Section function is a critical element in the delivery of law enforcement services to the community. Law enforcement has become an information intensive activity. This chapter and related chapters list the key functions, responsibilities and procedures by which the mass of information captured by operational and support units is processed, stored, maintained and disseminated.

The effectiveness of a Police Department *is* largely determined by the extent it is able to efficiently manage information. The Records Section is essentially the "memory" of the Police Department. It is this memory which enables one member to "know" what another department member did or experienced in a day, a month or ten years ago. The management of that information is a complex and difficult task that requires:

- A. Training
- B. Written policies, procedures and guidelines.
- C. The full understanding and appreciation of all departments as to the role of the Records Section and the importance of its function to organizational success.

### Records Section Component

The Records Section is a component of the Technical Services Division.

- A. The Records Section is under the direction of the Technical Services Division Manager.
- B. The Technical Services Division Manager shall report directly to the Administrative Bureau Commander.
- C. The Records Section is staffed by a combination of full and part-time personnel.

### Functions of the Records Section

The primary functions and responsibilities of the Records Section are:

- A. Final review of all reports from Patrol/Detective Section, identify and retrieve necessary statistical information, insure appropriate UCR coding, ensure a report is received for each control number and other quality control activities.
- B. Central of reports to ensure they are filed in sequential, numerical order by the incident number which was issued by the officer at the time of the call for service.

- C. Retrieval of records for lawful dissemination in and outside the department.
- E. Clerical support for all operational and support units within the Department, to include word processing of reports, correspondence, written directives, ect
- F. Electronic data processing services and support for the entire department, to include:
  - 1. Development of management information reports
  - 2. Development and maintenance of specific computer software to support departmental operations
  - 3. Developmental and maintenance of reports reflecting statistical trends and activities

### 82.1.1 ADMINISTRATION

#### 82.1.1 Security In Records

The extent of this section is to establish procedures to ensure that the Records Section is accessible to operations personnel, at all times, without compromising the privacy and security precautions required by law and necessary to protect the integrity of that information.

- A. Separation of Juvenile Criminal Records
  - 1. Juvenile criminal files and histories shall be entered in the departments' computer system in the Juvenile Section of the Identification Information database
  - 2. Identifying data, fingerprints, photographs, etc pertaining to juveniles is not collected or maintained by the department
- B. Access to the Records Section
  - 1. The on-duty telecommunications and dispatch personnel have access to the Master Name Index file twenty-four (24) hours a day through the department's computer system
  - 2. Other Records information is accessible from records personnel during business hours, 0800 to 1700, Monday through Friday. Records may only be accessed for official department business. The following personnel are authorized to retrieve records to copy information for dissemination.
    - a. Records Clerks
    - b. Crime Analyst

- c. Division Manager
3. Securing the Records Section:
- a. The last Records Section member to leave shall be responsible for securing all doors and windows.
  - b. The Records Section shall be locked and remained locked when not manned by section personnel or other authorized persons.
  - c. The first member of the Records Section opening the office in the morning shall open the Section. If any areas required to be secured are to be otherwise the Technical Services Section Manager shall be notified immediately.

C. Release of Information

The following guidelines detail what police information will be released and what agencies/persons are entitled to receive the information. Included here are auditing guidelines to document requesting agencies/persons and billing. The purpose of providing reports is to assist the citizens and to provide adequate information for Criminal Justice Agencies

1. Release of Police Reports to Non-Criminal Justice Agencies All requests for police reports by Non-Criminal Justice Agencies shall be directed to the Technical Services Manager for approval. Approval shall be based on the following:
- a. Arrest Reports
    - (1) Any request for an Arrest Report where charges are still pending at ANY level, the arrest report shall not be released as it falls within the exceptions outlined in Lodge vs. Knowlton and Title 5, US. Code, Section 552: (b) (7)
    - (2) Any request for an Arrest Report where any criminal charges have reached final disposition to include any appeals, then the report may be released to the defendant in the matter unless an exceptions outlined in Lodge vs. Knowlton and Title 5, U.S. Code, Section 552(b) (7) applies.
  - b. Offense Reports:
    - (1) If the request involves an Offense Report where an arrest is imminent or where additional investigative effort would most likely resolve the case, only the face sheet shall b

released to the victim's insurance representative to verify commission of a crime. All information classified exempt, as outlined in Lodge vs. Knowlton and Title 5, U.S. Code, Section 552: (b)(7), maybe released.

- (2) If the request involves an Offense Report where there are no charges pending, but a suspect is named, the report may be released provided that the Records Section Manager reviews and deletes out the following information
  - (a) The name of the suspect(s)
  - (b) The address of the suspect.
  - (c) All portions of the report not exempt from release as outlined in Lodge vs. Knowlton and Title 5 U.S. Code, Section 552(b)(7).

c. Incident Reports:

- (1) Incident Reports will be reviewed on an individual basis. The determining factor as to the release of any Incident Report to a requesting party shall be based on the "need to know" of that party. Instances where no legitimate purpose is served in the release of the Incident report shall be denied until the requesting party can demonstrate a valid need.
- (2) The Incident Report or portions thereof shall not be released if it falls within the exemption guidelines of Lodge vs. Knowlton and Title5, U.S. Code, Section (b)(7).

d. Accident Reports shall be released IAW MS Code 63-3-417 to all persons involved and their representatives. Persons not involved in the accident or a representative of the involved parties must demonstrate a need to know prior to the reports release. The burden shall be on the non-involved requesting party to demonstrate why they should be authorized to receive the information.

2. Release of Police Reports to Criminal Justice Agencies

All requests for police reports by Criminal Justice Agencies shall be directed to the authorized Records Section personnel. All requests for reports to include arrest, offense, Incident and Accident Reports shall be released unless it falls within an exemption under the guidelines of Lodge vs. Knowlton and Title 5, U.S. Code, Section 552(b)(7).

### 3. Processing Police Report Requests

The designated Records Section member shall process all non-criminal justice requests by placing them in chronological order based on the date of request.

#### 82.1.2 Records Maintenance

All Records Section files are maintained and updated in a consistent manner while providing manageable files with a quick and reliable reference of current data required by a modern police agency. Microfilmed data shall be maintained in the Records Section's main file room. (Data since October 1992 has been entered in the department's computer system. Offense, Incident, Arrest, Accident and other reports that occurred within the last twelve month period are maintained in sequential Call-for-Service (Incident Number) numerical order. The reports (original copy) are then transferred from the main file cabinets into storage boxes. Records will be maintained and purged in accordance with the retention schedule for municipalities as recommended by the Mississippi Department of Archive.

#### 82.1.3 Uniform Crime Reporting

The Records Sections responsible for the retrieval and generation of the UCR Forms which are directed to the Uniform Crime Reporting Section in Washington, DC.

##### A. Purpose

To collect designated crime information based on national Uniform Crime Reporting Standards from police reports for the purpose of compiling basic crime statistics at the local, state and federal level. The information collected includes the number and types of crimes, number of crimes cleared by arrest and personal characteristics relative to the persons arrested.

##### B. Agency UCR Requirements

1. All police agencies in the State of Mississippi are requested to submit all UCR reports to the F.B.I. in Washington; D.C.
2. The reports are submitted by the department's computer system. Computer printouts are accepted in place of the forms printed by the F.B.I., provided that printouts contain the required information and the data is formatted in a manner acceptable to the F.B.I.'s UCR unit.
3. The UCR Reports (I.B.O.R.) must be submitted on a monthly basis no later than thirty-one (31) days beyond the last reporting day of the month being submitted. Example: UCR Reports for the month of January shall be submitted to the F.B.I. UCR unit no later than March 1<sup>st</sup>

4. The UCR Reports are distributed as follows:
  - a. Chief of Police
  - b. Assistant Chief of Police
  - c. Bureau Commanders
  - d. Detective Division
  - e. Crime Analyst
  - f. Technical Services Division Manager
  
5. All offenses are coded according to the Uniform Crime Reporting Handbook. Appendix A of this chapter provides a list of the codes mandated by the UCR reporting system.

#### 82.1.4 Twenty-four (24) Hour Access to Records Information

Records information maybe accessed at any time through Records IAW 82.1.1 B “Security in Records”.

#### 82.1.6 User Authority Audit

The Administrative Bureau Commander will be responsible for reviewing security list reports each quarter. The security list report will be generated by Information Systems and shall include verification of all passwords, access codes and access violations.

#### 82.1.7 Computer Software

- A. Only legally licensed software purchased by and for the Hattiesburg Police Department will be used on department owned/maintained computers.
- B. Software will only be installed, uninstalled and set up by Information systems personnel.
- C. Department software and data remains department property and as such may not be removed / transferred without authority. Authority is dictated by the type, use and assignment of the software, job related responsibility of the individual or specified by the Chief of Police.

#### 82.1.8 Computer File Backup Storage

A. The Hattiesburg Police Department stores all backup and recovery media in a fire safe vault at Hattiesburg City Hall. Tapes are transferred from City all to the Police Department Monday thru Thursday by Information Systems.

B. Daily Save

The daily save is set up through the job scheduler in the AS400 to run at 0100 hours Monday thru Saturday. All user libraries and database files for Dispatch, Records and Court are saved to tape. These tapes are rotated according to a weekly rotation schedule.

C. Monthly Save

A full system backup to include; the operation system, user libraries, database files and authority listings is performed on the last Friday of each month at 0400 hours. This backup tape is retained for one (1) month.

#### 82.1.9 User Profile Maintenance

A. Accessibility to the various section of the AS 400 Computer System is determined by the user profile. User profiles are specific to duty assignment unless limited to or expanded by the Administrative Bureau Commander or authorized by the Chief of Police.

B. User profiles are established upon employment and are adjusted as needed throughout the employee's career relative to job assignment.

C. In addition to adjustments made on employment, transfer or termination a "check and balance" is performed biannually to ensure that profiles are current. Twice a year Information Systems will generate a list of active user profiles. Each division will compare their current staff with the list noting any discrepancies. Any corrections will be forwarded to Information Systems

### 82.2 FIELD REPORTING AND MANAGEMENT

#### 82.2.1 Complaint Control and Field Reporting System

The purpose of this directive is to establish a comprehensive complaint control recording and field reporting system. This directive establishes overall department policy and requirements related to the reporting system; to be used in conjunction with the Hattiesburg Police Departments Reporting Manual and other written directives which give specific instructions on the completion and processing of various types of reports. A comprehensive field reporting system serves the following purpose:

A. Serves as the official memory of the department

- B. Insures the report is available for other members of the department who may need the information to conduct further investigation.
- C. Provides a means for supervisory personnel to evaluate work performance.
- D. Protects the department and its members from unwarranted accusations that improper police action was taken or that nothing at all was done.
- E. Provides the basis from which statistics can be developed relating to incident and crime data.

### 82.2.2 Reporting Frequency

Members of the department shall initiate a written record of all actions taken and other pertinent information as required and consistent with this manual and other official department directive. An incident number shall be initiated and a report maintained on file in any of the following situations:

- A. Citizen report of crime
- B. Citizen complaints
- C. Citizen requests for service, when;
  - 1. An officer is dispatched
  - 2. An employee is assigned to investigate
  - 3. An employee is assigned to take any action immediately or at a future time.
- D. Incidents initiated by a department member
- E. All arrests and summonses

### 82.2.3 Incident Control Numbering System

- A. All reporting done, pursuant to Section 82.2.1 above, shall be controlled by and done in conjunction with the Incident Control Numbering System
- B. Incident Control Numbers are generated by the AS400 to be assigned by the on-duty dispatcher, teleservice clerk or any other authorized department personnel. Incident Control Numbers shall be assigned consecutively according to the following guideline
  - 1. The first two numbers shall be indicative of the year in which the number was initiated. (In 1995 the first two numbers will be 95) The remainder of the



Incident Control Number shall consist of consecutive increasing numbers with the first number initiated on January 1<sup>st</sup> of each year to be 000001

2. A separate number shall be assigned to each specific case or call-for-service. If two or more persons report the same incident, only one incident should be assigned.
3. No Incident numbers shall be skipped or unassigned.

#### 82.2.4 Report submission and Review

- A. All officers shall turn in their reports and case work to their supervisor prior to the conclusion of their tour of duty.
- B. The supervisor is responsible to review and account for all reports that have been initiated by an Incident number. This includes specific responsibilities to ensure that:
  1. The reports are neat and complete
  2. All forms are appropriately used.
  3. Appropriate spelling, grammar and overall writing style are used.
  4. The actions reflected in the reports represent proper police procedure and investigative methods.
- C. The supervisor is responsible to take corrective action relative to any deficiency or problem found with any police report filed by a department member for whom he/she is responsible for.
- D. The supervisor is responsible to ensure that follow-up investigation is recommended in cases where further police actions are necessary.
- E. On or about the conclusion of each watch, the Patrol supervisor shall receive a printout of the call-for-service information that corresponds to an Incident Control Number issued by the Communication section during that watch. The Patrol supervisor is to ensure that an appropriate report is received from each officer assigned a control number.
- F. All reports that have been reviewed by the Patrol supervisor shall be forwarded to the Records section and Case Management for processing. A Records Section member shall ensure that a report has been received for each Incident Control Number warranting a written report on any given day.
- G. The affected supervisor is responsible to ensure that missing reports are located or generated.

### 82.2.5 Distribution of Reports

The Hattiesburg Police Department maintains, updates, files and stores all reports generated by the daily activity of the department. Reports because of laws, agreements or court designations are distributed as follows:

- A. Felonies are routed to the Detective Division for follow-up. Depending on venue completed cases are sent to either the Forrest or Lamar county DA for prosecution.
- B. Misdemeanor case follow-up is assigned to Teleservice or Patrol depending on the nature and type of action needed. Adult cases are sent to Municipal Court with Juvenile cases sent to either Forrest or Lamar County Youth Court.
- C. Traffic reports are shared with the State of Mississippi Highway Patrol and the cases heard in Municipal Court. Any traffic report follow-ups are routed through the Traffic Division

### 82.2.6 Form Development and Control

- A. The Hattiesburg Police Department has formal procedures for the development, use and maintenance of official police report forms, inter-departmental forms and other official department documents. The basis for developing a new form or revising an existing form shall be:
  - 1. Its purpose and use based upon a justifiable need.
  - 2. Eliminate duplication and redundancy
  - 3. Eliminate or update necessary, outdated or obsolete forms
  - 4. Improve the appearance and functional efficiency of forms
  - 5. Coordinate with information processing procedures.
  - 6. Comply with mandated information reporting changes.
- B. It is the intent of this section to identify the responsibility for managing and controlling departmental forms, insure that appropriate instructions and guidance in the proper use of forms is developed and insure that established procedures are set forth for the development and revision of forms
- C. The Technical Services Division supervisor is responsible for oversight of form management. This function includes:
  - 1. Purging and inventory control

2. Maintenance of the Reporting Manual
- D. The Reporting Manual shall be placed as follows:
1. The “master” copy shall be maintained in Records.
  2. A “working” copy shall be placed in the squad room.
  3. Each Division Head
  4. A “file” copy will be forwarded to the Accreditation Manager
  5. No other distribution shall be made without the expressed authority of the Chief of Police.
- E. The department Reporting Manual shall contain all permanent departmentally developed permanent departmental reports; except that the Reporting Manual shall not include informally developed intra-divisional work sheets designed to capture or organize information, or log activity. The Reporting Manual shall be organized as follows
1. A copy of the actual form
  2. Instructions describing the form.
  3. Instructions describing how the form is to be filled out.
  4. Instructions for the proper processing of the form
- F. Proposed revisions or new drafts of forms will be prepared:
1. When assigned by proper administrative authority. The Chief of Police or other command personnel may solicit or require review and comment from staff members or other personnel.
  2. Anytime a department member identifies a need and desires to take the initiative to draft a proposal. Whenever possible, members developing a draft of a new form shall solicit input from those department members that will be using the form
  3. Anytime an outside agency or other source initiates a new or revised form that must be used by Police Department employees.
- G. Final drafts of proposed forms or revisions must be prepared with the proper supporting documentation for placement into the Reporting Manual. The supporting

documentation must be consistent with the format and contents for the Reporting Manual.

- H. The Chief of Police is the sole authority for final approval of the official department Forms Manual. No form shall be used by any member of the Hattiesburg Police Department unless it has been specifically authorized for such use by the Chief of Police
- I. Upon final approval the form shall be forwarded to Technical Services for placement in the Reporting Manual.

### 82.3 RECORDS

#### 82.3.1 Master Name

Records maintain files that re linked together via computer data base to form the Master Name File. The Master Name File is permanently maintained by descending alphabetical order in the AS400 and is comprised of information attained from reports generated through the department. These files are cross-referenced to provide information relative to a single subject from a variety of sources. The component files for the Master Name File include:

- A. Name Index Record
- B. History Record
- C. Field Contact Report
- D. License Records
- E. Gun Record
- F. Description Record
- H. A.K.A. Alias Record
- I. Identification Record – Arrest other department
- J. Officers Activity File
- K. Master Fingerprint File

#### 82.3.2 Index Files

- A. All incidents shall be entered in the department's computer database. Reports may be printed based upon type of incident, location of incident, etc.

- B. All types of property shall be entered in the department's computer database. Any serial numbers or other pertinent data shall be entered with the property. Reports may be printed based upon type, model, color, etc.

### 82.3.3 Traffic Records

The traffic records system is defined as permanent data consisting of reports, citations, accidents locations and investigations of traffic calls-for-service.

- A. Crash Reports are to be handled as follows: (N022304)
  - 1. Crash reports are to be submitted and reviewed as outlined in 82.2.4.
  - 2. The designated Records section member shall retrieve completed crash reports daily (M-F) from Patrol and Traffic for entry in the computer system and storage in main records.
  - 3. The department shall only maintain copies and electronic storage of crash information.
  - 4. Original crash reports are the property of the State and are to be returned to the Mississippi Highway Patrol.
    - a. Records personnel shall compile a listing by incident number of crash reports to be returned to the State.
    - b. The crash reports will be transferred to Special Operations. The reports will be hand delivered each to the Mississippi Highway Patrol.
    - c. Transfers and deliveries will be documented by handbill/receipt. The handbills will be returned to records for storage and will become an official part of the department's records system.
    - d. Handbills will remain in a master file for a period of three years. Purging of the master file shall occur annually at the end of each calendar year.
- B. All traffic citations shall be entered in the department's computer database.
  - 1. The designated Records Section member shall enter all data in the Citation Management section of the computer system.
  - 2. A report may be printed containing:
    - a. Citation date

- b. Location
  - c. Time of day
  - d. Type of violation
  - e. Disposition
- C. Roadway hazards are reported by officers or other personnel in the field to the Communication Division. The telecommunicator contacts the appropriate city or State department responsible for maintenance. Numbers and contact personnel for emergencies, non-emergencies or call out s are listed in CAD and are assessable by Telecommunicators.
- D. Traffic statistical reports are generated and maintained by the Traffic Division.

#### 82.3.4 Traffic Citations

- A. Traffic Citations are to be stored in a locked storage room which shall be monitored by the Chief Court Clerk.
- B. Citation books are issued to officers, upon request, by the on duty Front Desk Clerk. To account for the citations, the clerk shall document the beginning and ending numbers of the Citation Book, and the badge/call number of the officer receiving the Citation Book.

#### 82.3.5 Divisional Records Retention

The Traffic Division, Warrant Division, Detective Division, METRO Division, Court Division and Net Team may maintain records independent of the Records Section. Data received from all Divisions will be maintained by the Records Division permanently with the original case file.

- A. Each Division within the Hattiesburg Police Department may maintain its own case reports. The original paperwork, (report, ect) is maintained by Records.
- B. These reports shall include Accidents, Criminal Investigations, Drug cases and Net Team cases.
- C. All reports and data will be transferred to Records when cases are inactivated.

#### 82.3.6 Criminal History File

The Criminal history file is defined as a permanent group of criminal history records associated with a unique numbering system. The Criminal History File consists of any person arrested by the Hattiesburg Police Department.

- A. The designated Records Section member shall assign each individual with his/her own unique arrest number. This number will remain as that individual's arrest number permanently.
- B. Adult data is entered in the Adult section of the Identification Data Section of the department's computer system.
- C. Juvenile data is entered in the Juvenile section of the Identification Data section of the Department's computer database.
- D. When a Juvenile reaches 18 years of age, his/her arrest number will be entered in the Adult Section of the computer system.

#### 82.3.7 Recording Arrest Information

- A. All information concerning the arrest of an individual shall be recorded on official department forms. A Custody Report with narrative shall be filled out whenever any person is taken into custody and remanded to the Forrest County Jail or otherwise held for bond. (except traffic citations) A Personnel Property Report is completed for misdemeanor arrest and a D.A. sheet done for the District Attorney use in felony cases.
- B. All adults arrested for felonies shall be photographed and fingerprinted post arrest by the evidence technician. Juveniles shall be photographed and fingerprinted IAW AOM 83.2.3
- C. Any person arrested may be subject to video or tape recording of their arrest, booking or the collection of evidence.
- D. Photography Criteria for Records

The intent of this section is to establish procedures regarding photographing, photography information, and photograph storage and retrieval.

1. Police I.D.'s are issued by the Hattiesburg Police Department. A photographer will take two pictures of the officer, laminate the photo and card, give the laminated card to the officer and send the other photograph to personnel.
2. Employee I.D.'s are issued by the Hattiesburg Police Department. A photographer will take two pictures of the employee, laminate the photo and card, give the laminated card to the employee and send the other photograph to personnel.

3. Security Guard I.D.'s are issued by the Hattiesburg Police Department. A photographer will perform a record check on the individual
4. Private Investigator ID's are issued by the Hattiesburg Police Department. A photographer will perform a record check on the individual applying for an ID, fill out the personal information paperwork, get the paperwork approved by the Chief of Police, take one set of fingerprints, photograph the individual, laminate the photo and card and give the laminated card to the individual.
5. Bondsman ID's is issued by the Hattiesburg Police Department. A photographer will take a picture of the Bondsman, laminate the photo and card and give the laminated card to the Bondsman.
6. Any other local Law Enforcement ID's are issued enforcement agent. A photographer will take the individual, laminate the photo to the card the individual and give the laminated card back individual.
7. CASA ID's is issued by CASA. A photographer will take a picture of the individual, laminate the photo to the card provided by the individual card give the laminated card back to the individual.
8. Senior citizen bus pass ID's are issued by the Hattiesburg Police Department. A photographer will take a picture of the citizen, laminate the photo and card and give the card to the citizen.
9. Handicap ID's is issued by the Bus Barn. A photographer will take a picture of the individual, laminate the photo and card provided by the individual and give the laminated card back to the individual.

#### E. Photography Criteria for Jail

1. A photographer will fix name plaques with the subject's name, charge and date of arrest.
2. A photographer will have the subject hold the plaque and stand in front of the Height Chart.
3. A photographer will take a Polaroid picture which consists of:
  - a. Two front shots of face with name
  - b. One front shot without name
  - c. One side picture without name



4. A photographer will then take one 35mm photograph of the subject. In the event the charge is a sex offense or drug offense, the photographer will take two (2) 35 mm pictures.
5. A photographer will take all photos to the Hattiesburg Police Department Records Division.
  - a. Two (2) Polaroid shots (front and side views) are inserted into the Mug books.
  - b. One (1) Polaroid shot is routed to the District Attorney's Office.
  - c. One (1) Polaroid shot is glued to the back of the ICAP card.
6. When the 35mm film is developed the photographer shall:
  - a. Glue the picture to the green card in the Middle Room of the Records Division.
  - b. If the offense was drug related, route the second picture to METRO.
  - c. If the offense was sex related, route second the picture to Detective Division.

#### F. Digital Camera Procedures

Officers shall follow the below procedures in reference to photographs with digital cameras at an accident or crime scene.

1. Disk will contain only photos from only *one* incident. A *clean* disk will be used at each incident.
2. If using a "smart card" the card will be given to the crime scene technician to load on to a 3x5 disk. The "smart" card will be returned to the officer for reuse. The 3x5 will be processed as per the remainder of this section.
3. All disks will be labeled with the incident number and # of photos on the disk.
4. The disk will be placed in temporary evidence in the film drawer by the end of the shift.
5. An authorized employee from Records Division will pick up the disk, print a copy of the photo(s), label the copy and file both the copy and the disk in the appropriate drawer located in Central Records.

6. Diskettes are requisitioned from Supply.

F. Fingerprint Card Processing

Fingerprinting is an important step in the overall processing of arrested persons. It insures that the crime for which a person is arrested is properly posted to both the State and Federal Criminal History Files as well as providing positive identification on an individual. The following outlines the proper procedure in the processing of the F.B.I. (FD-249) and F.B.I. Final Disposition (R-84) Fingerprint Cards. The intent here is to insure that the proper fingerprint cards are completed with the required information and sent to the Department of Public Safety, Division of State Police within the required 90 day limit.

The Technical Services Division Manager shall:

- 1 Insure the correct data on the person taken into custody is retrieved from the Arrest Report and Booking Sheet and properly typed onto the fingerprint cards.
- 2 Insure the fingerprint cards of juvenile offenders (17 years of age or under) are filed in the Records Section Fingerprint File and NOT submitted to the State Police unless the juvenile was certified as an adult.
- 3 Forward all fingerprint cards via mail to the F.B.I. using a 9 x 12 inch manila envelope every two (2) weeks or whenever necessary to be within the 90 day limit.
4. All non-submitted fingerprint cards maintained in the Records Section shall be:
  - a Maintained with the persons Identification number in the upper right corner of the fingerprint card.
  - b Filed in the Fingerprint Card File in sequential Identification Number order.
  - c. If more than two (2) fingerprint cards are currently on file for the same subject, only the two (2) most legible fingerprint cards will be maintained with the remainder being shredded. Persons with an extensive criminal record posted against their name shall be excluded from this guideline and the amount of legible prints maintained shall be up to the discretion of the Technical Services Division Head.

G. Returned Fingerprint Cards

Whenever fingerprint cards are returned to the Hattiesburg Police Department by the F.B.I. or any other agency because the prints were improperly taken, the following procedure will apply:

1. The original shall go to the Technical Service Division Head.
2. The Technical Services Division Head shall:
  - a. File the original in the appropriate location.
  - b. Forward a copy to the appropriate Section and Manager.
3. The affected Manager shall be responsible for any remedial or corrective training.

#### 82.3.8 Wanted Persons File

The Wanted Persons File is defined as a temporary group of wanted persons records associated with a unique name index record. The Wanted Persons File consists of any person who is actively wanted by the Hattiesburg Police Department and can only be entered by a records Clerk or Telecommunicator.

##### A. Wanted File Entry

1. Processing a person into the Wanted Persons File:
  - a. Any person wanted on a valid complaint and Warrant, Bench Warrant, or other Court ordered warrant or Order of Detention is eligible for entry into the wanted Persons File. Each Warrant or Court Order MUST include the appropriate identifiers. At a minimum, full name - including middle name or initial, and in the case of a person with no middle name, the letters "NWI".
    - (1) The above rule may be excepted in the specific incident of a wanted person who has not had any prior contact or arrested only the first and last name is known.
    - (2) A parking summons may show "UNK" in the place of the middle initial if the motor vehicle records do not indicate a middle initial.
  - b. All Bench Warrants will be entered by Court Section personnel. Court Clerks shall review each Bench Warrant to insure that it appears valid. Following this review, he/she shall have a call-for-service initiated. The Bench Warrant shall be entered into the Wanted Persons File.

- (1) A Court Clerk shall make the appropriate Wanted Persons entry.
  - (2) The Court Clerk shall also note that the Wanted Persons entry was made by dating, initialing and forwarding the warrant for filing.
- c. Any Department member securing a Complaint and Warrant (or other Court Order for arrest or detention) shall forward the warrant to a Court Section manner to enter the person into the Wanted Persons File. The exception to this rule is in the case of parking summonses or bench warrants. A Court Clerk will make entry into the Wanted File directly from the summons or bench warrant and initial/date the upper left corner of the summons or bench warrant.
  - d. Persons authorized to approve the entry of persons into the Wanted Persons file shall include the Chief of Police, a Division Commander, a Duty Officer, the Communications Section manager or persons acting in behalf of a Division Commander performing division-level report review. The person approving the Wanted Persons File try request shall be responsible to insure that the information contained on the Warrant is complete, accurate and consistent with the AOM.
  - e. Routine entry of wanted persons into the Wanted Persons File shall be completed by Court Section personnel. Upon entry of the wanted person into the Wanted Persons File, the Court Section employee making entry shall immediately file the Complaint, Warrant and all attached case work.

NOTE: The person entering a file into the Wanted Persons File SHALL NOT change, correct or amend any information. If a conflict is apparent, the file shall be forwarded to the Technical Services Division Manager for verification.

2. Persons wanted by other agencies shall NOT be entered without prior authorization from the Chief of Police. If the subject is round, the warrant shall be first confirmed by the issuing agency to determine if the Warrant is still valid prior to any arrest.
3. The Wanted Persons File shall consist of the following fields of information:
  - a DATE OF ISSUE Date the warrant was drawn or the date of the violation for parking summonses.
  - b WARRANT NUMBER Assigned by the Department's computer system.

- c WARRANT CHARGE The offense for which the Warrant was issued.
- d WARRANT COMMENTS Any facts relative to the Warrant that the arresting officer should be aware of. Information in reference to times the subject may be home or place of employment. Indicate if any copies have been sent to another agency.

B. Wanted File Review/Removal

- 1 A violation shall remain active in the Wanted Persons File until such time as the Warrant is served.
- 2. After a Warrant is served, the Warrant shall be de-activated in the Wanted Persons File by the Records Clerk or Telecommunicator so that the Wanted Persons file reflects the served disposition.

C. Updating the Wanted Persons File.

When receiving additional information or identifying inaccurate information in the Wanted Persons File shall record the new or corrected information in the Wanted Persons File in the Department's computer system

D. Management of the Wanted File

- 1. The Wanted File shall be maintained in the Department's computer system and the Court Section Manager is hereby designated as having the overall responsibility for maintenance of this file.
- 2. The Technical Services Division Head is designated as the Department's contact person between the Forrest County District Court and the Police Department relating to Bench~ Warrants held by this Department. The Technical Services Division Head shall have the overall responsibility for the proper management of this file.

E. Warrant Entry in National Crime Information Computer (NCIC)

- 1. Warrants shall be entered in NCIC by a designated Department member.
- 2. The procedure for entry shall be as follows:
  - a Vital data shall be provided to the data entry operator by a Detective or Officer.
  - b A criminal history check will be run on NCIC using the "CQH" entry code.

- c. If the subject has a criminal history, use the vital data supplied by the F.B.I. printout.
- d. Subject shall be entered in NCIC using "CEW" entry code.
- e. When wanted data is accepted, NCIC will provide the data entry-operator with an "NIC" number, this number shall be written on the original paperwork.
- f. The data entry operator shall take the white copy of the NCIC printout and attach to the original paperwork.
- g. The "ORI" number shall be transferred from the Records number to the Dispatch number.

F. Wanted File Access

Access to the Wanted Files may be obtained through the Department's computer system 24 hours a day, seven (7) days a week. The Court Clerk shall verify the information by retrieving the original paperwork to determine the status. No arrest shall be made without verification of an active status.

82.3.9 Background Investigations

This section relates to background checks required for the licensing of persons so required by Law. The Hattiesburg Police Department performs basic background checks on the following:

Security Guards

Private investigators

Cab Drivers Permits

Bail Bondsman

Alcoholic Beverage Permits

Day Care Workers

A. Procedures

1. Applicant prior to any check shall sign an Authority to Release Information.
2. The applicant shall present identification for verification.

3. The applicant must have or work for a company that has a valid Privilege Tax License for conducting business in the city of Hattiesburg.
  4. A basic background check shall consist of:
    - a. Local Records
    - b. Driver History
    - c. Triple I
    - d. Sex Crimes (Day Care Workers)
  5. Fill out a fingerprint card and apply fingerprints.
  6. Photograph the applicant. Attach one copy of the photo to the application and one to be used for the ID card.
  7. Only the Chief or Asst. Chief may sign and approve the application after reviewing the check.
  8. Once the application has been approved issue the next available Identification Number. This number is to be included on all paperwork.
  9. Make an ID card for the applicant complete with number and expiration date. All cards are good for one year (Day to Day).
- B. Payment may be made by the applicant or the hiring company. Companies that made prior arrangements may request deferred billing.
- C. Special requirements for Security Guards / Private Investigators.
1. Individuals must have liability insurance in the amount of \$50, 000.
  2. Companies must have liability insurance in the amount of \$300,000.
  3. Copy of any State issued firearm permit must be on file provided the applicant carries a firearm in the performance of such business
- D. Fingerprints, photographing and processing shall be done in the processing room reserved for this purpose to ensure private and confidentially.
- E. Background checks are filed in Records. These files are retained and purged under the same schedule as other records maintained by the Department as recommended by the State Department of Archives.