

# COLUMBUS POLICE DEPARTMENT



## General Order 82: Central Records

CALEA Standards: 82.1.1  
82.1.2  
82.1.6  
82.2.1  
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82.2.3  
82.3.4

Replaces: General Order 82 effective March 13, 2018  
SOP 2015-03  
SOP 2016-09

Effective date: May 8, 2019

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## 82.1 Administration

### 82.1.1 Privacy and Security

#### A. Security of and controlling access to agency files:

1. Electronic files – The department maintains various electronic files on different systems. Accessibility to different types of electronic files will be determined by a member of the Board of Captains, unless accessibility is otherwise determined by another Special Order or General Order. Accessibility will be allowed by use of a username and password and/or by electronic permissions that can be changed.
2. Paper files – Unless otherwise permitted by another Special Order or General Order, paper files are stored in the Record's Division or in the record's storage facility. The paper files in the Record's Division must remain out of reach and view of the general public, and the record's storage facility will be a secured facility where accessibility is limited to employees of the Columbus Police Department. The paper files that are stored within the Record's Division shall be secured in locked filing cabinets at all times unless the Record's Division is open. An exception to this is 82.1.1(B) when an officer may need access when the Record's Division is closed.

B. Department employees will have 24-hour access to electronic files they are authorized to view. Department employees will also have 24-hour access to the paper files stored in the Record's Division and record's storage facility.

C. Record's Division Personnel or administrators will release agency records in accordance with IC 5-14-3.

### 82.1.2 Juvenile Records

- A. Juvenile records will be distinguished from adult records by having involved juvenile names highlighted in pink in the department central records computer system.
- B. Photographs, fingerprints and other forms of identification of juveniles may be taken, used and maintained by the department provided such information was necessary to assist in an investigation.
- C. Records containing juvenile confidential information will be controlled by IC 31-39-3.
- D. IC 10-13-4 will control the disposition of juvenile history information.

E. IC 31-39-8 will control court ordered expungement of juvenile records. Once an Expungement Order has been received, the Record's Division will follow the following procedures for the expungement:

1. Identify records to be expunged;
2. Seal or lock the records as "Sealed/Confidential";
3. Note the Expungement Order in the tracking notes/folder;
4. Attach a copy of the Expungement Order to the records;
5. Add a note/alert showing, "Do Not Release Information".

#### 82.1.6 Computer File Back-up and Storage

The department uses OSSI as its countywide central records computer system. The process for maintaining security of this system includes:

- A. Data back-up – The automatic back-up system for OSSI is maintained by the Bartholomew County Information Technology Department, and is their responsibility. The system is automatically backed-up.
- B. Storage – The Bartholomew County Information Technology Department is responsible for the storage of the department's records in OSSI, which is off-site.
- C. Access security – The information technology employee assigned to the Columbus Police Department will be responsible for access security to OSSI. System access will be restricted to only those with a unique user name and password. The user names and passwords will be added when new authorization is given and removed when authorization is taken away.
- D. Annual password audits – Annually, the Deputy Chief or his/her designee will audit the users who have user names and passwords to access the department's electronic records.

## 82.2 Field Reporting and Management

### 82.2.1 Field Reporting System

A. Officers must decide if a report is necessary based on a combination of training, experience and supervisory direction. Officers should consult a supervisor when there is doubt about the necessity of a written report. The following list includes, but is not limited to, general events that require a report:

1. When a person is arrested;



2. Any investigation of a criminal act;
3. When a person is reported as missing or a juvenile as a runaway;
4. When directed by any department directive;
5. When directed by a supervisor;
6. Any incident or event which is likely to bring liability upon the officer, department, or city;
7. When an accident report is requested;
8. When new information is obtained on a previously reported incident;
9. When search or arrest warrants are served; and
10. When a person alleges a bias-motivated incident, whether or not a crime has been alleged or found.

B. Forms to be used in field reporting include, but are not limited to:

1. Case and supplemental reports, arrests, field contacts, tow-in and inventory reports, and domestic violence reports will be electronically completed in OSSI;
2. Indiana Officer's Standard Crash Report will be used for vehicle accident reports where the property damage is estimated to be \$1,000.00 or greater, or when there is personal injury;
3. Missing Person;
4. Stolen medication affidavit;
5. Stolen vehicle and stolen license plate affidavits;
6. Abandoned vehicle;
7. Jail and juvenile detention remands;
8. Immediate detention affidavit;
9. Uniform traffic tickets, written traffic warnings, parking tickets, and ordinance violations;

10. Probable cause affidavits for operating a motor vehicle while intoxicated offenses;
  11. Affidavit for search warrants and search warrants;
  12. Property room record and receipt;
  13. Consent to search;
  14. Affidavit for 48 hour hold;
    - a. In the event that an officer places a 48 hour hold on an arrestee, the officer shall notify an on-duty supervisor immediately and complete their report before going off-duty. The on-duty supervisor must determine what action is appropriate, and will need to assess the incident and determine if further follow-up is necessary. The on-duty supervisor will also need to evaluate the day of the week and when the 48 hour hold will run out; if it is necessary to hold an arrestee beyond 48 hours in order to allow time for prosecutor review, then a detective should be called out to complete a 72 hour hold.
  15. Affidavit, motion, and order for 72 hour hold.
- C. The Department forms standardize the field reporting system to help ensure that certain basic information is collected for all incidents. The information required on any field report is listed on the forms provided. Each blank on the form shall be filled in that applies to the incident.
- D. All field reports and forms shall be completed and submitted by the end of the officer's shift in compliance with General Order 82.2.1(C), unless he/she receives supervisor approval to submit the report and/or form at a later time. In addition, the primary officer is responsible for ensuring all information electronically entered by another person is accurate, and for ensuring that all the information linked to the report is accurate and up-to-date.
1. The primary officer is responsible for completing a public narrative for all field reports, and supervisors are responsible for ensuring that public narratives entered are complete and accurate.
    - a. Public narratives must contain the following information:
      - i. Factual circumstances surrounding the incident; and
      - ii. A general description of any injuries, property or weapons involved.

- b. An example of a complete public narrative is, “Officers were dispatched to the 700 block of Pearl Street in reference to a domestic dispute. The victim had injuries to her upper body and she stated the suspect inflicted the injuries. The suspect was arrested. There were no witnesses located at the scene.”
  - i. If the incident has any property involvement (i.e. vehicles, other property, etc.) and the property is linked in the report, then the property does not have to be mentioned in the public narrative.
  - ii. The description of injuries should be general (i.e. bruising to upper body).
  - iii. The public narrative should be brief, but meet the statutory requirements.
  - iv. No names should be mentioned in the public narrative.
- E. A supervisor shall review all field reports to ensure that all information is completely entered, all procedures were followed, all necessary forms were used, the officer’s portion of the investigation was adequate, the officer’s documentation of the investigation was appropriately documented, and for ensuring for following the case-screening system as outlined in General Order 42.1.2.

#### 82.2.2 Reporting Requirements

The department requires an account of every incident in the following categories, if the incident occurred in the department's service area:

- A. Citizen reports of a crime will be accounted for in accordance with General Order 82.2.3.
- B. Citizen complaints will be accounted for in accordance with General Order 26.2.2.
- C. Incidents resulting in an employee being dispatched or assigned will be accounted for in accordance with General Order 82.2.3.
- D. Criminal and noncriminal cases initiated by law enforcement employees will be accounted for in accordance with General Order 82.2.3.
- E. Incidents involving arrests, citations, or summonses will be accounted for in accordance with General Order 82.2.3.

#### 82.2.3 Case Numbering System



All incidents of law enforcement service will be assigned a unique computer assigned event number. If an officer generates a report based on the incident, a unique computer assigned report number will be generated in addition to the unique computer assigned event number. This numbering system will ensure that no numbers are omitted or duplicated.

### **82.3 Records**

#### 82.3.4 Traffic Citation Maintenance


- A. When an officer needs a paper ticket book for uniform traffic tickets (UTT), he/she can request to be issued a book from a supervisor. A supervisor may issue the book after completing the citation control log. All ticket books must be signed out and issued by a supervisor. Officers have the option to issue citations electronically.
- B. Citation accounting is accomplished by recording each issued citation in the in-house computer system. All relevant information from the citation is to be entered for each citation issued. To assure that each ticket has been issued in sequence, the in-house computer is capable of sorting citations by number and by officer. If a mistake is made on a UTT that came from an issued paper ticket book, the voided UTT should be attached to the issued UTT and turned into the Records Division.
- C. Citations that are not issued will be stored in a secure closet that is only accessible by supervisors.

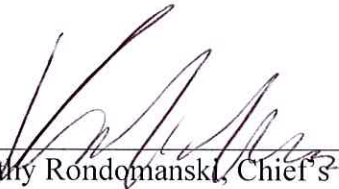
Acceptance by Columbus Police Department Captain's Board:

Date: 2-18-2022

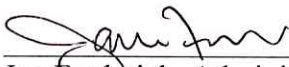
  
Michael Richardson, Chief

Attest:

  
Steve Norman, Deputy Chief

  
Kathy Rondomanski, Chief's Secretary

  
Toby Combest, Uniform Captain

  
Jay Frederick, Administrative Captain

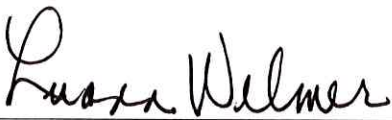
Acceptance by Columbus Board of Public Works and Safety:

Date: Jan. 18, 2022

\_\_\_\_\_  
Jim Lienhoop, Mayor

Attest:

  
Mary Ferdon, Member

  
Luann Welmer, Clerk-Treasurer

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John Pickett, Member

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Jim Strietelmeier, Member

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Brenda Sullivan, Member

**Under Governor Holcomb's Executive  
Order, the BOW  
held a public meeting on  
January 18, 2022  
This document was approved  
electronically as reflected  
in the minutes.**