

**TYLER POLICE DEPARTMENT
GENERAL ORDER
[CALEA 1.2.5]**

DATA MANAGEMENT

23.200

REVISED 04/16/13

EFFECTIVE 03/21/94

23.201 DATA MANAGEMENT PURPOSE

- A. It is the policy of the Tyler Police Department to establish a Data Management Unit within the organizational structure of the Department. Data Management functions respond to the needs of the Department as a whole. The Data Management Unit is the central repository and source for dissemination of all accident, incident, offense, investigative, pawn, and arrest records of the Police Department.
- B. The Data Management Unit is to assist in attaining the objectives of the Department by performing technical and support activities and performing the records keeping function of the Department. It shall use effective, modern record-keeping techniques in a manner that will provide the best possible service to the Department and to the public.

23.202 UNIT PERSONNEL DUTIES AND RESPONSIBILITIES

- A. In addition to the specific duties delineated in General Order 02.400, the Data Management Supervisor shall be responsible for the following duties:
 - 1. Supervise all phases of operation activities of the Unit. This may include training, advising, maintaining discipline, rendering assistance, and checking efficiency of personnel.
 - 2. Utilize volunteers in the Unit effectively.
 - 3. Review and investigate complaints made by citizens or officers in regard to unit performance.
 - 4. Assist in revision of procedures in accordance with changes in General Orders.
 - 5. Maintain timely data entry, with a departmental goal of entry within twenty-four hours of receiving report.
 - a. This involves at a minimum, but not limited to:
 - 1. Case Reports.
 - 2. Supplements.
 - 3. Field Investigation/Field Case Report Cards.
 - 4. Case Information Updating/Changing.
 - 5. Arrest reports
 - 6. Accident reports.
 - b. This information is available to all officers once entered into the Department's computer.
 - 6. Comply with Freedom of Information requests as required in the Texas Public Information Act.
 - 7. Prepare an annual written evaluation as to the effectiveness of the Unit.

- B. The Data Management Specialists will, in addition to those responsibilities set forth under General Order 02.400, be responsible for the following duties:
1. Answer telephone calls and process according to guidelines established by the Department and the Texas Freedom of Information Act.
 2. Entry of the reports into the computer system within twenty-four hours of receipt.
 3. Operate the data entry computer system to enter, receive, and manipulate associated data.
 4. Maintain security of Data Management Unit storage areas that will prevent loss or destruction of reports.
 5. Maintain accurate files on various activities as required by Department General Orders, City Policy, NIBRS and NCIC-TCIC guidelines, State Law, and the Texas Freedom of Information Act.
 6. Maintain the various equipment under the span of operations of the Unit (i.e., microfilm, computer terminals, copy machine, fax, cash register, printer, etc.).
 7. Be able to perform with the Tyler Police Departments Computer System, the data entry software and the overall reporting system, and the switchboard (telephone) system as well as know the location of the storage areas within the Unit.
 8. Comply with public information requests as required by the Texas Freedom of Information Act.
 9. Perform related work as required.

23.203 DATA ENTRY

The Data Entry function provides automated data processing support to the Department. Data entry includes entering report data into the computer and retrieves such information necessary to compile reports or statistics needed for the efficient management of the Department.

23.204 DATA MANAGEMENT FUNCTION

The responsibilities of the Data Management Unit are at a minimum, but not limited to:

1. Report review.
 - a. Ensuring all reports are completed in compliance with administrative directives.
 - b. Ensuring that an incident number, record, or report is made for each request for service.
 - c. Ensures electronic reports are entered into "Crimes" located in the AS/400 computer.
2. Report control.
3. Record entry.
4. Records maintenance.
 - a. Ensuring the original record is maintained in the Unit.
 - b. Ensuring the completed investigative file is maintained in the Unit.
5. Records retrieval.
6. Legal Process.

Records checks for the Department, other governmental agencies and individual citizens as mandated by the Texas Freedom of Information Act, TCIC/NCIC and the U.S. Department of Justice Regulations (28 Code of Federal Regulations Part 20).

7. Security of Records under its control.

23.205 REPORTING OF INCIDENTS

All requests for Police service and employee initiated activity shall be properly documented and entered into the computer by the Data Management Unit, employees in the field, or the Communications Unit. The electronic reports will be entered into the computer. Once this information is entered, the Data Management Unit will be responsible for the maintenance and retrieval of the information. This information includes, but is not limited to:

1. Citizen reports of crime.
2. Citizen complaints.
3. Citizen requests for services when:
 - a. An employee is dispatched.
 - b. An employee is assigned to investigate.
 - c. An employee is assigned to take action at a later time.
4. Criminal and non-criminal cases initiated by law enforcement officers.
5. Incidents involving arrests, citations, or summonses.
6. Documenting that all policy procedures were followed. Examples of procedures are; confirmations of warrants, securing prisoners by seat belt, search of prisoner, etc.

23.206 REPORT INFORMATION CONTAINED IN THE REPORTING SYSTEM

Records maintained in compliance with the above section shall, if possible, include at a minimum, but not be limited to:

1. Date and time of the initial report.
2. Name (if available) of the citizen, complainant, or victim requesting service.
3. Nature of the incident.
4. Nature, date, and time of action taken, (if any) by Department personnel.
5. Press release and narratives

23.207 REPORTING PROCEDURES

- A. Reports filed by members of the Department will be on the standardized forms approved by the Chief of Police, or entered electronically via laptop or other computers. The forms utilized in the field reporting of incidents will include (at a minimum):
 1. Computer Aided Dispatch Calls for Service (if CAD has failed then the TPD Call for Service form).
 2. Those forms that make up an incident report.
 3. TPD Field Information Card/FIC.
 4. TPD Field Case Report/FCR.
 5. State Accident Reporting Forms.
 6. Traffic Citations (Moving & Warnings).
 7. TPD Form 6 Supplemental Case Data.
 8. TPD Form P-404 Towed Vehicle Instruction Form
- B. The Field Reporting Manual will contain the uniform procedures that will apply to all members of the Tyler Police Department (or other personnel who fill out a TPD Report Form) who must complete a report form or electronically enter a report that is utilized by the Department. The Manual is intended to cover all aspects of the reporting system. If an incident occurs that is not covered within the Manual, it should be brought to the attention of the Division Commander for procedure decisions and possible additions or modifications. The Manual will be considered an

official part of the Tyler Police Department General Orders.

23.208 CASE IDENTIFIERS

- A. It is important to identify and separate each official Call for Service/Case Report with a unique incident/case report identifier. The Computer Aided Dispatch (CAD) System creates a call number for incoming calls that is assigned at the time the call is received in the Communications Unit. If a report is to be written, the assigned personnel will generate a case number or request one from Communications. The numbering system will be sequential and identify the year (i.e., 94-00001). In the electronic reporting system it appears as 01-01-000001 (the first 01 indicates the department, the second set of numbers are the year and the last six numbers are the case number).
- B. In the event of CAD failure the Communications Unit will immediately switch to a manual mode and utilize the "Calls for Service" form.

23.209 SUPERVISORY REVIEW OF REPORTS

- A. A critical process in any records reporting procedures is the accuracy and completeness of each report. All reports that are submitted to the Data Management Unit shall be reviewed by the reporting officer's supervisor or a supervisor on duty. The reviewing supervisor shall be held accountable for ensuring that all information is acceptable by department standards.
- B. Once the paper report is received in records, it is entered into the computer system. Hand written paper reports require a supervisor's approval. The employee will make a notation in the narrative regarding the supervisor that approved the paper report. Electronic reports are sent to Crimes/AS400 computer once the supervisor approves the master.
- C. Supervisors shall provide necessary guidance and training to improve all noted discrepancies in report writing in accordance with the standards of the Data Management Unit.
 - 1. First line review will include at a minimum, but not limited to:
 - a. Completion of all required blocks (based on nature of incident).
 - b. Completion of narrative sections (if required). Ensuring that the who, what, when, where, why and how are indicated.
 - c. Readability.
 - d. Signatures of the actual writer and partner, if applicable, and the officer's identifying number. No signature is reviewed when the laptop is utilized.
 - e. Inclusion of all elements required to support prosecution.
 - f. Identify any corrections required on a corrections indicator attached to the report. Electronic reports needing corrections should be rejected and sent back to the officer's box with rejection notes.
 - (1) Notify the writer of corrections needed.
 - (2) Assure corrections are made within three (3) working days.
 - g. Signature of the reviewing supervisor once the report has been completed correctly.
 - h. Ensure that all electronic case numbers start with 01-YY-case number
 - i. Ensure that all procedures required by policy were performed and documented in the report. Examples of procedures are; confirmations of warrants, securing prisoners by seat belt, search of prisoner, etc.
 - j. If a supervisor rejects an electronic report for correcting by the reporting officer

that involves the reporting of a criminal offense, the reviewing supervisor will make a copy of the rejected report and route the copy of the report to the proper investigative supervisor so that follow-up action can begin.

2. Forward the report to the applicable investigative supervisor, or download electronically to the mainframe computer.
 3. Electronic reports will be processed for correctness in the following manner:
 - a. Each duty day, report writers are to check the electronic report rejection box, the report correction notice, and their departmental e-mail for reports that need correcting.
 - b. Supervisors are to make sure that corrections to reports are made within three (3) working days. If an employee is scheduled to be off duty for more than 3 working days, the electronic report will be printed by the supervisor and submitted to Data Management to meet the state mandated submission period.
 4. Hand written reports, will be submitted to the "to be signed" basket located in the patrol report room. The reviewing sergeant will process the report, either signing it or noting corrections to be made, and place the report in the Data Management basket. Accident reports will be submitted to the State within the 10 day period.
 5. Original hand-written reports are not to be held or stored in any location (after initial review process) other than the Data Management Unit. Refer to 23.230 for exceptions.
- D. The Data Management Supervisor shall be responsible for the review, control, and maintenance of all reports submitted to the Data Management Unit. The final decision as to the acceptance of a case report by the Data Management Unit will remain the responsibility of the Investigative Division Commander. These functions shall include at a minimum:
1. Check reports for thoroughness and accuracy.
 2. Identify reports that need corrections or additions.
 3. Identify any reports that have not been submitted.
 4. Problems which are recurring shall be brought to the attention of the employee's Supervisor for appropriate action.
 5. Routine review of report errors will be made to establish identifiable problems, trends, or training weaknesses.
 6. The Data Management Supervisor shall make an annual evaluation of the Data Management Unit and Data Entry System to ensure that the policies and procedures are being followed and that the systems are meeting the needs of the Department and the public. The Supervisor shall make a written report to the Division Commander stating the condition of the operation and any suggestions for improvement. The evaluation should ensure that all incident numbers are accounted for and properly assigned.

23.210 DISTRIBUTION OF REPORTS

- A. Reports will be processed daily. The processing will include the separation and copying of the reports if required.
- B. Reporting copies of reports will be distributed on a daily basis as mandated by the Department needs.
- C. Reports which are entered into the computer system may be accessed by those Units and employees who have a need for the information and who have been provided access.
- D. A "media" copy of each incident report will be uploaded to the Police department website for

public and media access. It will conform to the Texas Freedom of Information Act.

- E. Copies of reports will be available for a fee to the public, news media, and insurance companies. The reports and information that may be released as well as the fees that are charged will be in accordance with the Texas Freedom of Information Act.
- F. Paper reports will be routed to the various units (primarily Investigative Services, Patrol, Vice and Narcotics, and Crime Analysis) for assignment and investigation.

23.211 REPORT STATUS

- A. The status or disposition of a particular report or case will be computer coded. The status and disposition codes are listed in the Report Status Table of the departmental computer system.
- B. As a case is investigated, the investigator shall make supplemental reports to show any updated information. Each open case will be supplemented no later than every ten (10) days by the investigator.
- C. Case disposition may be obtained through City of Tyler Municipal Court personnel and the Smith County District Attorney's computer. Review of this information can assist in identifying problems and ensuring that cases are prepared and presented in the best manner possible.
 - 1. Open cases, once routed, will be assigned to department personnel for follow-up investigation. Supervisors of the personnel assigned the investigation will be responsible for the tracking of the ten (10) day status of required reporting procedures.
 - 2. Cases can be open, closed, suspended, cleared by arrest, unfounded, or cleared by exceptional means with the approving supervisor's notation. Once a case meets the criteria of any category (other than open or cold), no further written action is required unless directed by immediate supervisor or unless the case is re-opened. In this event, the ten (10) days status again shall apply.
 - 3. The immediate supervisor should (through the computer) obtain a printed copy of all open cases by the personnel in the unit. This should be completed at least once monthly. This should then be reviewed for required actions.
 - 4. The Data Management Supervisor will at the beginning of each month review all previous submitted documents to confirm the arrival, data entry, and status that will assist with the production of the monthly NIBR Report.

23.212 CITIZEN ONLINE REPORT PROCEDURE

- A. The Citizen's Online Report System (Coplogic) is available on the Tyler Police Department Website @ www.tylerpolice.com. The Coplogic Online Report system will be used for police incidents and all crimes within the City of Tyler without evidence or information, which may lead to the identity of a suspect and/ or the suspect apprehension as authorized by the Chief of Police.

B. Approving Supervisor Responsibilities:

- 1. The reviewing supervisor will review the reports and import those that are approved into the Online Reporting System queue in accordance with the current report review process. If the citizen report is misclassified, such as vandalism instead of an auto burglary, the approving supervisor will classify the report according to the elements of the offense described by the citizen author.
- 2. The approving supervisor will refrain from making grammatical corrections to citizens'

reports. If the supervisor determines the report was misclassified, it may be modified to fit the most appropriate section.

3. If there is a question as to the reports content, the reviewer should attempt to contact the reporting citizen by telephone prior to rejecting the report and make the needed correction to the Online Report
 4. If the supervisor rejects a report, the reason for rejection will be appropriately and professionally noted in the rejection box, which is then sent via e-mail to both the citizen and to the rejecting supervisor's email box. The case is now complete and no further action is necessary.
 5. The reviewing supervisor may request a patrol response when, in the reasonable judgment of the supervisor, circumstances indicate an investigation is warranted. In this circumstance, a rejection should be sent to the citizen and the supervisor will state in the rejection box that a response will be made.
 6. After reviewing and approving the online report, the approving supervisor will ensure the appropriate administrative division is assigned and notified of the online report after it is merged into the department's computer system. This notification may be made via telephone or email.
- C. Any citizen who does not wish to file his or her report using the online reporting system may file the report in accordance with current existing departmental policies for accepting reports.

23.213 RECORDS SECURITY

- A. The privacy and security of the Data Management unit shall be in accordance with local and state statutes as well as departmental policies. The Data Management Unit will be the centralized record repository for the department. This will require security of the master records maintained on a twenty-four hour basis.
- B. The privacy and security of Criminal History Record Information (CHRI) will be in compliance with U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20), the Texas Freedom of Information Act, and Texas Law Enforcement Telecommunications System ("TLETS"). The release of any information to any unauthorized persons is in direct violation to the privacy laws and department policy. To assure the completeness of any record the following at a minimum will apply:
 1. All reports will be completed prior to the end of the officer's tour of duty. No reports will be completed at a later time unless an emergency exists and with approval of a supervisor. If for any reason a report cannot be completed, the officer will notify an immediate supervisor as to the reason why they cannot complete the report.
 2. The report will be turned into a Patrol Supervisor who will approve/disprove the report and will then sign the reports that are completed correctly. The approving supervisor's signature will indicate the report is legible, reporting procedural requirements have been met, and the report is complete.

Supervisors shall not sign incorrect reports. After the reports have been corrected they should be signed by a Supervisor(s) in that division.
 3. All reports will be bound together with a binder clip or stapled together before being

- turned into the Data Management Unit.
- 4. The original report (or any of its parts) is not to be removed from the Data Management Unit area once it has been received without the authorization of the Division Commander.
- 5. Reports (or attachments) will not be copied, transmitted, or provided to any person (except as specified by the Texas Freedom of Information Act) or other Criminal Justice Agencies/personnel. No reports will be stored in non-investigative files or other locations unless approved by the appropriate Division Commander. Individual files outside the storage areas described in this policy are prohibited.
- 6. Only supervisory personnel will be provided with access into the Data Management Unit. Routine access for other personnel will be denied without specific approval.
- 7. The Data Management Unit door will be locked and secured. Access of authorized personnel will be by approved access only.

23.214 RECORDS RETENTION SCHEDULE

A. The retention and destruction of public records is controlled by Texas Statutes: Texas Freedom of Information Act, Government Code 552, and retention guidelines established by Tyler City Policy. Prior to any public records being destroyed a state form must be submitted to the City Clerk's Office. After authorization has been received from the City Clerk's Office and with approval of the Division Commander, records may be destroyed. This procedure is subject to the following conditions and limitations:

- 1. No Departmental records will be destroyed as a routine without authority of the Chief of Police, or Assistant Chief.
- 2. Records to be destroyed must comply with the Texas Freedom of Information requirements, Department policies, the public's right of access, Texas State Library and Archives Commission, and Local Retention Schedule (General Records) (Public Safety), effective November 23, 1994.
- 3. All case report records shall be stored electronically before they are destroyed.

B. The Tyler Police Department is to maintain a retention schedule for all records contained in the Data Management Unit. This Unit will (at a minimum, but not limited to) retain records as follows:

- 1. Class C Misdemeanors6 Mos.
- 2. Class A and B misdemeanors.....2 Yrs.
- 3. Second and third-degree felonies.....10 Yrs.
- 4. First-degree and Capital felonies.....50 Yrs.
- 5. Driving While Intoxicated.....10 Yrs.
- 6. Death in Custody Reports reported to Attorney General.....Permanent
- 7. Accident Reports.....2 Yrs.
- 8. Major offense reports remaining Open or Unsolved (cold).
Until Statue of limitations runs and case declared closed according to agency policy.
- 9. Field Case Reports and Traffic Reports1 Yrs.
- 10. Field Interrogation Cards.....2 Yrs.
- 11. Pawn Tickets are kept as long as Administratively Valuable.
- 12. Citizen's Report.....2 Yrs.

23.215 DEVELOPMENT, MODIFICATION AND APPROVAL OF REPORTING FORMS AND OTHER DEPARTMENTAL FORMS

- A. The actual case reporting forms used by members of the Department become an important part of the Department's operations. They provide a permanent record of responses, personnel involvement, and activities that occur. It is important to develop a reporting form that is needed and that will impact the overall performance of the Department's end user. It is equally important that the reports used collect all necessary information that will enhance the case process, suspect identification and arrest, and court presentation.
- B. Individuals who identify deficiencies or need for modification to any reporting form should make this known, in writing, to their immediate supervisor. The following then apply:
 - 1. The immediate supervisor should then notify the Data Management Supervisor.
 - 2. The Data Management Supervisor will notify the Division Commander.
- C. If all concur a review process and development (redevelopment of existing form) will begin. If it is determined that a development team is required it may be appointed by the Chief of Police or Assistant Chief.
- D. The final product will be reviewed by the Chief of Police, or designate, and approved prior to use.
- E. The Police Department will from time to time have the need to develop a new form or modify an existing form. The form(s) should serve a primary purpose to obtain needed information in a concise, simple manner. Any Division requiring the development of a new form is to seek Department approval prior to implementation. All forms used by the Department will be identified by an assigned control number. This control number will be assigned by the Data Management Supervisor.

23.216 HANDLING OF FUNDS BY DATA MANAGEMENT PERSONNEL

The Tyler Police Department will routinely receive money from the general public for reproduction of reports and approved administrative functions. These fees are established by City of Tyler ordinance. Refer to General Order 24.100 Fiscal Management for additional information.

23.217 INFORMATION IS ACCESSIBLE TO OPERATIONS PERSONNEL AT ALL TIMES

- A. Copies of reports will be provided to authorized members upon request and/or justification.
- B. The Data Management Supervisor or designates shall be the primary contact within the Data Management Unit when requesting information or reports. The requestor should make the request (if time and knowledge of need is available) in a timely manner. Responding to immediate requests will often impact areas of processing, data entry, or other areas of the Unit's production. If no one in Data Management is on duty, then the individual's immediate available supervisor should obtain the desired information.

Data Management information will be available on a 24-hour basis.
- C. Training will be provided by the Data Management Supervisor to all affected supervisors in the various procedures and methods when searching for reports.

23.218 REPOSITORY OF RECORDS

The Data Management Unit will maintain a repository of reports to include offense reports in sequential number. These will include offense reports, on sight arrest reports, traffic accident reports, and non-sequential records (i.e.: FIC's).

1. The reports once processed will be filed by case/incident number in a sequential manner for means of retrieval.
2. Juvenile records will be filed separately from adult records.

23.219 ALPHABETICAL MASTER NAME INDEX

There shall be an alphabetical master name index identifying persons listed in field reports. This will be cross-referenced to all documents in which that person has been named. This index can be accessed through the Police Computer System.

23.220 INCLUSION OF NAMES IN THE MASTER NAME INDEX

- A. The Police Department will index all names identified in all official reporting forms. Each name will be entered into the Police Computer System where the computer provides a means of tracking.
- B. Each name entered will also be identified as to the reason of entry by one of the codes from the Person Type Information Heading Table in the departmental computer system.

23.221 INCIDENTS BY LOCATION INDEX

Through the use of the Police Department Computer System, any incident or activity may be located by inquiry. The actual incident can be located by searching:

1. Full complete address.
2. Street name only (providing listing of all activities attached to street name).
3. Street name and direction (providing listing of all activities attached to street name and direction indicated).
4. Intersections.
5. Telephone numbers.
6. "Soundex" search for common name and street name.
7. Source prompts.
8. Common Name.

23.222 INCIDENT TYPE INDEX

The Tyler Police Department through its Police Computer System can provide a print out of incidents by type, location, date, time, incident number, name look-up, property look-up, vehicle look-up, and officers assigned.

23.223 STOLEN, FOUND, RECOVERED AND EVIDENTIARY PROPERTY INDEX

The Tyler Police Department maintains through its computer system a master index of all property contained in the property reports. Information can be obtained regarding any property by inquiring on any of the following:

1. Property Number.
2. Case Number.
3. Owner's Name.
4. Property Type.
5. Property Code Assigned by code from the Property Description Heading Table in the departmental computer system that includes codes for stolen, found, recovered, evidence, etc.
6. Make/Manufacture.
7. Serial/VIN Number.

8. Owner Applied Number.
9. Registration/License Number.

23.224 THE POLICE DEPARTMENT MAINTAINS A CRIMINAL HISTORY OF EACH PERSON ARRESTED

- A. This agency maintains a Criminal History of each person arrested. This information can be obtained through the Department's Computer System in the arrest inquiry. The individual can be accessed by:
 1. Dates of arrest.
 2. Case Identifier.
 3. Officers ID Number.
 4. Actual Name of Arrested Individual.
 5. Arrest Charge.
 6. Arrest Number Assigned.
- B. An individual arrested and processed through the Crime Scene Unit will normally be photographed and finger printed. These records will remain under the control of the Crime Scene Unit.
- C. Criminal histories are also immediately available through the "TLETS" teletype system via access of any authorized teletype/computer terminal.

23.225 MODUS OPERANDI FILE

The Tyler Police Department will maintain a modus operandi file to aid in the identification of known career criminals and in the investigation of certain crimes. The file information can be obtained/searched through the Police Departments Computer System by accessing the Computer Investigation Menu.

23.226 CASE PRESENTATION

- A. When an officer makes a custodial arrest or issues a citation and releases a suspect for a Class C misdemeanor other than for a traffic offense, it is the officer's responsibility to prepare the case for presentation to City Court. The officer is to make copies of the report and all supporting documentation that is necessary for prosecution to be routed to City court. The citation and the supporting documentation are to be turned in for supervisor review and approval. The supervisor, upon approving the paperwork, will place the completed packet in the City Court collection box. Copies of evidentiary photographs and any other evidentiary paperwork are to be attached to the submission to City Court. Unless otherwise specified, all original reports and evidentiary items are to remain at the Police department. Paper traffic citations will be completed and submitted to a supervisor for review prior to being submitted to City Court. Electronic citations will be submitted to City Court for review.
- B. When an officer makes a custodial arrest for a class B misdemeanor or higher offense or presents a case packet to the District Attorney's office for prosecution, it is the officer's responsibility to prepare the case packet for presentation to the District Attorney. The officer will submit a copy of the report and all supporting documentation for each Class B or higher offense that is to be routed to the DA Liaison. The DA Liaison will be responsible for delivering the case packets to the District Attorney. Photocopies of photographs taken where property was released back to the owner instead of seizing the property, receipts, fictitious registration, fictitious insurance or other supporting documentation is to be made and submitted with the case packet. The original evidentiary items are to be placed in Property or submitted, where applicable, with the original report to Data Management. The DA Liaison is responsible for checking the case packets to make

sure the necessary documentation is present. If there are problems with the case presentation packet, the DA Liaison will send a request to Data Management to notify the officer to have the problem corrected prior to submitting the packet to the District Attorney.

23.227 RESERVED FOR FUTURE USE

23.228 ARREST INFORMATION WILL BE DOCUMENTED – [1.2.5]

A. One of the key functions of the Police Department is making arrests of suspects. The tracking of this information is mandatory, vital for future investigations, and court presentations. An Arrest Report will be completed as set out in the Tyler Police Departments Reporting Procedures Manual.

B. Arrest reports shall be completed at the time of the arrest.

All persons arrested shall be photographed and fingerprinted as outlined below:

a. All adults that are arrested will be processed at Smith County Jail upon booking. It is at the arresting Officer's discretion if he/she chooses to process the suspect at the Tyler Police Department.

b. Juveniles in custody for status offenses should be processed at the Police Department, if possible.

C. On all original arrests, Class B Misdemeanor and above, a Texas Department of Public Safety Criminal History Reporting Form(s) (CR43 and CR44) will be completed as needed. This is in compliance with Chapter 60 of the Texas Code of Criminal Procedure. Exceptions where the form is not filled out include arrests for Probation and Parole Violations, Bond Forfeiture, and upon arrest for Indictment if the person has been previously arrested for the charge.

D. Routing of copies

1. On arrests WITHOUT a warrant or WITH a Tyler Police Department case Warrant the CR 43/CR 44 and the fingerprint card are turned in at the book-in area located within the Smith County Jail.

2. All copies of the DPS report forms and fingerprints on OUT OF COUNTY warrants remain at the Jail.

3. All copies of the DPS report forms and fingerprints on SMITH COUNTY S.O. warrants remain at the Jail.

4. If serving warrants of another agency, all copies of the DPS report forms and fingerprints will remain with the agency where the suspect is booked/housed. That agency will have the responsibility to forward the document to DPS.

23.229 ASSIGNMENT OF IDENTIFICATION NUMBERS TO ARRESTED OR SUSPECT PERSONS

A. Individuals processed through the Crime Scene Unit will be assigned a permanent identification number that will be used for this and all subsequent arrests. The identification number book is located in the Crime Scene Unit. If the person has never been assigned a number, then the person will be assigned the next available TPD identification number located in the identification number book. If the person has already been assigned a number as a result of a previous arrest, then the previously assigned TPD identification number will be utilized.

B. The Police Department's Computer System will assign a unique arrest number to an individual who is arrested. This arrest number is searchable and retrieval under the inquiry system of the computer, either by individual's name, case number assigned, arrest date, arresting officer, by

charge, or actual arrest number assigned.

23.230 FILES THAT MAY BE MAINTAINED OUTSIDE OF THE DATA MANAGEMENT UNIT

- A. The Data Management Unit is the central depository for all original records. Some case files may not originally be stored in the Data Management Unit. The following files are exempt from filing in the Unit:
1. Working files of active cases that are under investigation.
 2. Items of evidence (i.e., videotape recording, recorded confessions, case photographic negatives, etc.).
 3. Vice files that are active or if the involved name(s) were known and might hinder future investigations.
 4. Intelligence reports of any nature unless authorized by a Division Commander.
 5. Original property report is maintained in Property with a copy being sent to Data Management. Once a final disposition of all property described on the Property report, the original is to be routed to Data Management to attach to the original report. A copy may be kept by the Property Unit.
 6. Active accident investigation files maintained by the Accident Investigators are to be kept in the designated Data Management area. The original state crash report is to be submitted to Data Management for filing with the State and to comply with the Texas Freedom of Information Act. A copy of the state crash report may remain in the investigator file.
- B. Once any case becomes inactive it shall be forwarded to Data Management for storage and electronic filing. These reports will be supplied to the Data Management Supervisor for routing. Evidentiary recordings will be routed to the Property Unit utilizing a Property Report.
- C. The original investigative case file should remain in the Data Management Unit. In the event the case file is to be taken from the Data Management Unit, a certified copy of the contents of the case file is to be made by Data Management personnel and the copy is retained in the Unit in place of the original until the original is returned.

23.231 JUVENILE RECORDS

Juvenile (less than 17 years of age) records shall be kept separate from the adult records. All cases involving juveniles will be kept in a separate filing cabinet. Computerized juvenile records will be identified uniquely from adult records. Computer access of Juvenile Records will be granted by the Technology Coordinator when approved by a Divisional Commander. The computer system is configured to identify all juveniles as juveniles. Control of Juvenile Records of the Tyler Police Department will be under the guidelines of the laws of the State of Texas.

23.232 NIBRS CRIME DATA - COLLECTION AND DISSEMINATION

The agency, on a monthly and end of year basis, will collect and provide to NIBRS, statistical information as directed by NIBRS. The Crime Analysis will submit the data to the State of Texas who is responsible for dissemination of the information to NIBRS.

Approved: 04/16/13

Angie Swindle