



# COTTAGE CITY POLICE DEPARTMENT

## GENERAL ORDER

### SUBJECT: **THE RECORDS FUNCTION**

### NEW REVISED RESCINDS

APPROVED: *GM*  
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ACTING CHIEF OF POLICE

Effective Date 8/22/2018

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#### **I. POLICY**

The records function is important to the effective delivery of law enforcement services. This order addresses those records functions that are basic to meeting the managerial, operational, and informational needs of Cottage City. The Cottage City Police Department (CCPD) utilizes the Prince George's County Police Records Division (PGPDRD) and NCIC as the primary sources for records information. Criminal history and warrant information is immediately accessible through these systems at all times. Cottage City Police maintains a supplementary records section which contains copies of County reports and Cottage City reports, some of which do not need to be distributed to PGPDRD.

#### **II. ORGANIZATION**

##### A. Records Component

The CCPD records personnel consists of the Administrative clerk. A Supervisor may assign others to assist as necessary.

##### B. Records Function

The functional responsibilities assigned to the records personnel include, but are not limited to, the following:

1. Verifying that the correct Cottage City report numbers are assigned to each report;

2. Logging report and ticket information into the records database (as described in G.O. 6-2);
3. Filing reports;
4. Maintaining arrest and premise history files;
5. Handling distribution for reports and tickets (As described in G.O. 6-6);
6. Other duties as necessary.

C. Security

1. Access to files contained in the records room is limited to Cottage City Police employees, Police supervisory staff members may copy and release documents in the records room in accordance with the Freedom of Information Act and the following Department of Criminal Justice Information System rules and regulations, copies of which will be kept on file in the future for review:
  - a. Article 27 -Sections 45A, 146, 736, 737, 739, 742-755;
  - b. Title 10, Sub-Titles 611through 625 of the State Government Article; and
  - c. Title 28, Part 20 of the United States Department of Justice "Code of Federal Regulations."
2. Original reports or any portion thereof are not to be removed from the control of the CCPD records function, with the exception of County reports which are distributed according to Prince. George's County's Field Operations Manual.
3. Security precautions for control of criminal history records will be in accordance with regulations governing NCIC use.(See CC G.O. 7-8)
4. Access to the records database is controlled by the Administrative Clerk.

D. Records Retention

Records are kept on file for a period of three years plus the current year. Information will remain in the records database indefinitely, unless the Court orders expungement of the record.

### **III. REPORT NUMBERING**

Every report initiated by a CCPD officer shall be issued a report number. It is the officer's responsibility to advise the dispatcher, either over the radio that a report will be written. Numbers are constructed and assigned based on the following procedure:

- A. Report numbers are made up of three sets of numbers
  - 1. Two-digit year number (i.e. 09);
  - 2. Three-digit Julian day number (i.e. 254 for 9-11-09);
  - 3. Three-digit number signifying which report of the day it is (i.e. 002 for the second report of the day).
- B. When the officer advises that a report will be written, the dispatcher will assign the officer the case number.
- C. Officers will include this number on the top-right hand corner of their report or in the appropriate block.
- D. Any mistakenly-assigned numbers or missing numbers will be corrected by the Supervisor or the Sergeant.

### **IV. ARREST INFORMATION POLICY AND PROCEDURES**

#### **A. Adult Arrest Information - Prince George's County**

Cottage City Police Officers will follow the provisions established in the General Orders of the Prince George's County Police Field Operations Manual when initiating an arrest.

- 1. Cottage City Police Officers utilize the Central Processing Unit (CPU) for processing all non-juvenile arrests. Upon the officer's arrival at CPU with an arrested person, they will take custody of the prisoner and:
  - a. Complete an arrest report;
  - b. Assign the prisoner an identification number if they do not already have one;
  - c. Photograph and fingerprint the prisoner;

- d. Do any other processing as necessary.
2. CCPD Officers may request copies of the relevant reports from PGPDRD.
3. CCPD Officers will complete an event report to be distributed both to PGPD and in-house.

B. Adult Arrest Information - Cottage City

1. Aside from storing every report that Cottage City Officers write on file in the CCPD Station, CCPD maintains an alphabetical Criminal History File for every individual who is arrested by a Cottage City Officer.
2. The CCPD Criminal History File contains:
  - a. Every City-initiated report which involves that individual;
  - b. Any photographs taken of that individual;
  - c. Copies of the individual's arrest package, if available;
  - d. Criminal History transcripts, if available.

C. Juvenile Criminal Records and Arrest Information

Hard-copies of juvenile criminal records are stored separately from adult criminal records. When juvenile information is accessed through the Records Database, the system will warn the user of the legal responsibilities he or she is responsible for and will ask them to acknowledge their understanding before revealing any information.

1. Fingerprints and photographs are to be taken by the officer as required in accordance with the PGPD's Field Operations Manual. Juvenile fingerprint packages will be forwarded to PGPD Records Section for retention by PGPD. The Cottage City police department will not maintain juvenile fingerprints as part of a Juvenile arrest file. Juvenile records, including any photographs, will be destroyed when the juvenile reaches the age of eighteen (18) or when a court-ordered expungement is received by the Department. Any juvenile arrest records maintained by this Department are confidential, will be stored separately from adult records, and will not be disseminated to anyone, except on a "need to know" basis. When the juvenile reaches the age of eighteen (18), fingerprints and photographs will be removed from the arrest file and destroyed.

**V. WARRANT AND WANTED PERSONS FILE**

- A. The Cottage City Police does not maintain a warrant/wanted persons file. Instead, Cottage City Police use MILES and CJIS to:
  - 1. Perform wanted person and warrant checks;
  - 2. Initiate, cancel, and update warrants;
  - 3. Confirm warrant hits and ask for confirmation on warrant hits.
- B. Warrants are entered into the NCIC or County Warrants systems by the PG Sheriff's Department Warrant Control Section. Officers are not authorized to enter warrant information into those systems.
- C. All cancellations of wanted persons (adult warrants) will be accomplished through the PG Sheriff's Department Warrant Control Section.
- D. Hit confirmation requests are governed by the NCIC policies specified in the NCIC manual located in the station.
- E. A Cottage City report, Prince George's County report, or a supplement report will be written whenever a Cottage City officer applies for a warrant or arrests a subject on an open warrant. Like all other reports, a copy will be kept on file in the police station.