
	Florida State University Police Department	
Records Management		
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Policy

Records Management

It is the policy of the Department that a formalized system of records management be established providing for the privacy and security of its law enforcement records, and which is maintained in a manner facilitating accessibility, ease of use, and analysis. In addition, the Department’s system of records management shall comply with all of the provisions of Chapter 119, F.S., governing public records.

Procedure

A. Records Section Accountability, Maintenance and Retrieval [CFA 26.01]

The Records Section is established within the Department and is responsible for the retention, accountability, maintenance, retrieval, and dissemination of police records produced by the Department. [CFA 26.01A, B and C]

1. The Records Section shall maintain a centralized, automated (computerized) records system for information retrieval and collation for inter-agency and outside agency activities, i.e., incident reports, supplementary reports, traffic crash reports, arrest reports, property reports, and miscellaneous reports. The Records Section distributes the reports to inter-agencies, outside agencies and the public [CFA 26.01C., 26.02A, B, C]:
 - a. Environmental Health and Safety;
 - b. General Counsel’s Office;
 - c. Student Rights and Responsibilities;
2. When records are requested by external organizations or the general public, content may be redacted in accordance with state statute. [CFA 26.02B, C]
3. All reports and records are maintained according to Department standards and state law in order to provide privacy, security, and authorized access. [CFA 26.03]
4. As determined by the Investigations Lieutenant, reports of any activities affecting the general safety and security on the campus shall be made available to affected departments within the FSU Police Department and University.

B. Privacy, Security, and Control of Records

1. Employee Access to Records.
 - a. Records information is accessible electronically in Spillman to operations personnel on a 24-hour basis. [CFA 26.05]
 - b. During normal business hours, access to the Records Section is restricted to those employees assigned to work in the Records area and to authorized employees who need access to conduct business. [CFA 26.03A]
 - c. Persons requesting to enter the Records Section area, and who are not authorized Departmental key holders, must obtain permission to enter by the Records Manager or designee. [CFA 26.03A]
 - d. All workstations are positioned to restrict the view of records and computer monitors. [CFA 26.03B]
2. Public Access to Records. [CFA 26.02C] Records information is accessible to the public Monday-Friday, 0800-1230 & 1300- 1600 hours, excluding holidays. Routine requests for records, copies of reports, and record checks can be made at the Records Section reception counter, or by telephone, mail, fax, or email.

C. Accountability and Responsibility for Release and Review of Records [CFA 26.01A and C]

1. For routine records requests that do not require lengthy research or retrieval, the Records Manager or designee, will be the Departmental authority regarding the retrieval, release, and review of Department records to persons other than employees or criminal justice personnel. However, records requests that are complex, lengthy, or require extensive research must first be approved by the Chief or his or her designee.
2. The primary laws governing the release of criminal justice and history records are Rule 11C-6, FDLE Rules, Title 28, Part 20, CFR and Chapter 119, F.S.
3. In accordance with the provisions of this general order, state and federal laws, and the delegated authority from the Chief of Police, Communications Section personnel are the only persons authorized to electronically release and/or disseminate criminal records.
4. All inquiries for criminal history/FCIC/NCIC records by sworn Departmental personnel will be referred to the Communications Section, which has access to the FCIC/NCIC terminals. All FCIC/NCIC documents that have been printed and not in use shall be shredded.
5. Copies of criminal history/FCIC/NCIC records released to other-than-Department personnel, i.e., sworn member of other law enforcement agency, will be logged in the Secondary Dissemination Log/Criminal History Log. The log will contain the case report number, reason for request, name of person requesting a copy of the record, date record released, whom the record was released to, and who released the record.
6. Sexual battery, juvenile records, and other records exempt from release under the provisions of Section 119.07, F.S., will be maintained and protected in accordance with current records law. [CFA 26.08]
7. The Records Manager shall coordinate all media requests for release of public records with the Deputy Chief or the Lieutenant for Support Services. Unless a media request for release of public records explicitly violates the provisions of this general order or state or federal laws, the Records Manager or designee shall release them. The Records Manager shall further be responsible for

notifying the Deputy Chief if the latter was unavailable at the time the records were requested and released.

8. Any employee allowing the visual review of any records will ensure compliance with appropriate law governing the right to privacy and public records access.
9. Release and review of records will be in compliance with the above, unless designated otherwise by the written general orders of this Department.

D. Juvenile Records

Juvenile criminal records shall be maintained separately from adult criminal records in accordance with Section 39.0132, F.S. All juvenile records, including incident reports and identification records (physical or automated name file records, photographs, fingerprints), shall be clearly marked or displayed as being a juvenile record. [CFA 34.09] All printed copies of reports involving juveniles shall be stamped "JUVENILE" prior to being forwarded to the Records Section. [CFA 26.08]

E. Traffic Records System

The Department maintains a traffic records system as part of its automated records management system (SPILLMAN). Included in the traffic records system are traffic crash data, traffic enforcement data, and roadway hazard reports. [CFA 18.06]

Periodically traffic crashes and enforcement reports are generated for analysis. [CFA 18.06]

F. Control of Traffic Citation Records

This agency shall receive from the Department of Highway Safety and Motor Vehicles (DHSMV) appropriate Florida Uniform Traffic Citations meeting the requirements of FSS 316.

1. The Florida Uniform Traffic Citations will be securely stored in the Records Section. Upon issuing a Uniform Traffic Citation booklet to an officer, the officer shall certify that all citations are accounted for by receipt and return the original to the Records Manager or designee. The same procedure shall be applicable to Florida DUI Uniform Traffic Citations.
2. To facilitate issue of Uniform Traffic Citations to patrol officers during non-business hours, patrol officers should notify the Records Section by email of their need for citations. The Records Manager or designee shall issue the patrol officer the citation book and leave the book secured in the officer's mailbox for retrieval by the requesting officer. The officer shall sign the issuance receipt and return the receipt to the Records Manager or designee within 1 business day of receipt of citation book.
3. Police Officers shall be solely accountable for all Uniform Traffic Citations issued to them.
4. If a citation is spoiled while writing it or is not completed for any reason, mark "void" across the citation, sign it, and place all copies into the shift supervisor's records box prior to going off duty.
5. If a citation(s) is lost or stolen the officer shall write a report stating the facts.
6. If an entire book of citations or any part of it is rendered unusable in any way, it shall be immediately turned into the Records Section.
7. Upon termination of employment, an officer shall personally forward all unused citations to the Records Section.
8. Every police officer, upon issuing a traffic citation to the violator of any provision of the motor vehicle law of this state shall:

- a. If the violator is released at the scene, he/she will place the copies of the traffic citation in the records box prior to going off duty.
 - b. If the violator is taken into custody and transported to a detention facility, the original (white) of the traffic citation will be transferred in the arrest package with the violator. The third (pink) copy will be placed in the Records box prior to going off duty.
9. The Records Manager or designee shall within five (5) days of the issued, spoiled, missing, or lost citation, take one of the following actions:
- a. If the violator was released, the original (white) copy of the citation will be listed on a transmittal form and delivered to the Leon County Traffic Court.
 - b. If the violator was taken into custody and transported to a detention facility, the citation number will be typed on the transmittal form and an appropriate notation indicating such will be placed in the remarks column.
 - c. All voided citations will be listed in the Spillman citation table.
 - d. For inventory and retrieval purposes, the Records Section shall maintain a traffic citation file system whereby Uniform Traffic Citation booklet receipts are filed together with all pink copies of citations associated with each receipt. Patrol personnel and/or subordinate personnel reporting to the Operations Lieutenant shall immediately notify the Operations Lieutenant upon discovering discrepancies in the numbering sequence of returned citations.
10. Should an officer need to change another officers issued citation (to the correct statue etc.). The officer will make the change, initial the change and send the issuing officer an e-mail what change(s) were made.
11. If a citation has been issued and the issuing officer deems the traffic citation should be voided or changed as to the alleged charges, the officer shall submit an affidavit stating the reason(s) to the appropriate traffic court judge.
12. All procedures and documents pertaining to the preparation, processing, and maintenance of traffic citations shall be periodically audited by the UBA Assistant Director/designee or by the Department of Highway Safety and Motor Vehicles.

G. Electronic Uniform Traffic Citations

1. Citation numbers are issued to officers electronically by the Department of Highway Safety and Motor Vehicles (DHSMV) in blocks that are determined by the DHSMV.
2. The block of electronic citation numbers will remain 'active' until the citation numbers are used, at which time a new block of numbers will be issued.
3. Two (2) copies of the citations are printed. One (1) copy is issued to the violator and one (1) copy is submitted to the Records Section.

H. Control of Parking Citation Records

1. Parking Citation books are to be issued by the Police Records Manager or designee.
2. Parking Citation books are issued to individual officers.

3. All white and yellow copies of citations written are to be promptly turned in to the Records Section for proper disposition. This includes any "Voided" or damaged citations not written. (White, yellow, and BLUE copies are all turned in if VOIDED.)
4. White copies of the parking citations are routed to Transportation and Parking Services (TAPS) by the Record Manager or designee.
5. Yellow copies of parking citations are retained and filed by Transportation and Parking Services (TAPS).
6. Any loss of citations is to be documented by memorandums.
7. Any citations determined to be "missing" will be traced to the officer to whom the citation was issued for reconciliation. Written documentation will be required for all missing citations.
8. Upon notification, out of date series citations (unwritten) will be turned in to the Record Manager and forwarded to Transportation and Parking Services. These, too, are subject to audit as per of this general order.

I. Recording Arrest Information

1. An offense report or supplemental report, as appropriate, shall be completed on all arrests made by officers of this Department. In all instances of arrest an Arrest Affidavit indicating "Arrest" shall be completed by the arresting officer. For all persons arrested and released at the scene an Arrest Affidavit, indicating "Notice to Appear," shall be completed.
2. Whenever a juvenile is arrested, an Arrest Affidavit indicating "Arrest & Juvenile" shall be completed by the arresting officer. The Arrest Affidavit will be turned over to the intake facility. If the juvenile is being released to the parents or guardian, the juvenile will be issued a Notice to Appear with the parents or guardian signing the Notice to Appear.
3. When an investigation leads to the issuance of an arrest warrant, the officer's report shall reflect that such a warrant was issued, and, if appropriate, executed.

J. Photographs

1. Official photographs of arrested persons shall be taken at the Leon County Detention Facility. However, the Police Services Technician (or arresting officer) may elect to take a separate photo of the arrested person at the FSU Police Department for investigative purposes.
2. Photographs of juveniles shall be maintained separately within the Records Section. [CFA 26.07]
3. At the discretion of the officer, photographs may be taken of adults who are issued a Notice to Appear.

K. Fingerprinting

1. Fingerprinting of all persons arrested and taken into custody shall be performed by personnel at the Leon County Detention Facility.
2. Fingerprinting of all juveniles arrested and taken into custody shall be performed by personnel at the Juvenile Assessment Center (JAC). [CFA 26.07]

L. Criminal History/Police Report Files

1. Criminal history transcripts are available through FCIC/NCIC and local teletype systems. Out-of-state criminal histories are queried via teletype.
2. The FSU Police Department Records Section shall maintain a Police Report file on persons arrested and criminal incidents investigated by the University Police Department. These records shall be made available to criminal justice agencies 24 hours a day. After normal business hours, Shift Supervisors, the Intelligence Officer and other designees have electronic access to all reports and may provide the requested information to other criminal justice agencies.
3. Items too large or fragile to be stored in the Criminal History/Police Report files shall be stored in the Evidence Section.
4. Persons arrested by members of the FSU Police Department shall be assigned an arrest number by the Leon County Detention Facility. Each person who has been arrested shall have only one arrest number, even if that person has been arrested more than once.
5. Should an investigator or officer utilize hard copies of FCIC/NCIC criminal history reports in their investigations, such hard copies shall be shredded upon completion of the investigation.

M. Disposition

The State Attorney's Office will submit to this agency a record of all cases it has prosecuted, declined to prosecute, or dismissed. For cases dismissed or declined, the letter will contain the underlying reason for the prosecutorial action taken.

Upon receipt of either of these records, Records Section personnel shall post the disposition to the appropriate record(s).

N. Wanted Person and Warrant Records

1. In those criminal incidents involving the issuance of an arrest warrant, the case should be submitted to the Office of the State Attorney for prosecutorial consideration. This is achieved by completing and forwarding to the State Attorney an arrest affidavit and associated general incident report detailing the probable cause for arrest.

After approval, the officer will forward the affidavit to a judge for the issuance of an arrest warrant. The officer is further responsible for ensuring that the affidavit is logged into the 2nd Judicial District's computer system, and an arrest warrant is thus generated.

2. Once the warrant is issued, it is then forwarded to the Leon County Sheriff's Office, where it is registered, and officers of the FSU Police Department (or other sworn officers from other agencies, if so desired) are authorized to make the arrest. If the wanted person cannot be found, the suspect is then entered into the FCIC/NCIC Wanted Person's File by the Leon County Sheriff's Department. The Leon County Sheriff's Office warrant files are available on a 24-hour basis.
3. The Leon County Sheriff's Office is solely responsible for entering and canceling entries into the FCIC/NCIC wanted person's file.
4. Wanted persons and arrest warrants from other law enforcement agencies will be honored provided teletype verification/validation of warrants existence and willingness to extradite are confirmed with the originating agency.
5. Arrest on the basis of teletypes will be fully documented to include names of verifying officials, utilizing the offense incident report form.

6. Complete policies and procedures regarding access to and utilization of FCIC/NCIC computerized information is available in General Order titled, "Communications Equipment and Facilities."

O. Records Maintained in Operational Areas

Criminal investigative records shall be maintained in the Spillman computerized system. A complete discussion of investigation records is contained in General Order, titled, "Investigations Division Case Management."

1. The Investigations Lieutenant shall maintain the following records and files:
 - a. Criminal Intelligence information files.
2. The Violent Crime and Narcotics Unit Corporal shall maintain the following records and files:
 - a. Confidential Informant files.
3. The Support Services Division shall maintain activity records consisting of, but not limited to the following categories:
 - a. Crime prevention programming files.
 - b. Campus security surveys files.
4. The Lieutenant for Support Services and Deputy Chief shall be responsible for maintenance of records relating to press releases and Department publications.
5. Uniform patrol activity records shall be maintained in the Patrol Division and shall consist of the following categories:
 - a. Patrol shift staffing and deployment files.
 - b. Special event security files.
 - c. Communications dispatch function files.
 - d. Parking enforcement and vehicle towing files.
 - e. Uniform and police equipment files.
6. The Training Division shall maintain activity records consisting of the following categories:
 - a. Employee training files.
 - b. Training course files.
 - c. Field Training Officer files.
7. The Lieutenant for Compliance and Training shall maintain records and records maintenance procedures consisting of the following:
 - a. General Order files.
 - b. Accreditation files.
 - c. Documentation and reports pertaining to Clery Act requirements.
 - d. Citizen complaint and internal investigations files.
8. The UBA Assistant Director shall serve as the Property Manager for the Department's vehicles. The Financial Specialist shall be responsible for maintaining all property inventory- and purchase-related

records. The Lieutenant for Uniform Operations shall be responsible for maintaining all records relating to vehicle assignments and maintenance.

9. The UBA Assistant Director shall maintain the following records on the On-Line Management of Networked Information (OMNI) System:
 - a. Purchasing and invoices.
 - b. Payroll and salaries.
10. The UBA Assistant Director shall maintain the following files and records:
 - a. Employee medical files.
 - b. All records pertaining to grants, special event billing, budgets, archives, and federal and state forfeiture accounts.
11. The Administrative Specialist shall be responsible for the following records:
 - a. Maintenance of agency administrative correspondence and general administrative files.
 - b. Maintenance of records relating to personnel.
12. Policies regarding Departmental personnel files are as follows:
 - a. An employee's personnel file is deemed a public record pursuant to the provisions of the Florida Public Record Act, Chapter 119 of the Florida Statutes.
 - b. Duplication of any item contained in a Department personnel file shall be under the direction of the Administrative Specialist or other designee appointed by the Chief.
 - c. A sworn member's home address, telephone number, and children's school shall not be released to anyone not employed by the Department.

Note: Department personnel files are duplicate files and not the official personnel files of the University. Unless a requestor specifically asks to inspect one of the Department's duplicate personnel files, the Administrative Specialist, or other designee appointed by the Chief, shall refer the requestor to Department of University Human Resources for inspection of the official personnel file.
13. The Coordinator of Computer Applications (IT Manager) shall be responsible for the security of all files and records residing on the LAN server.

P. Records Retention

1. All Department records will be retained and destroyed in accordance with Chapter 119, F.S., General Records Schedule for State and Local Government Agencies (GS-1), and the State of Florida General Records Schedule for Law Enforcement, Correctional Facilities, and District Medical Examiners (GS-2). [CFA 26.04B]
2. Employees desiring to destroy records will contact the Records Manager, who will ensure that the required retention period has been met. The Records Manager or designee will prepare, or assist in preparing, the appropriate State of Florida Records Destruction Request and then forward the notification to the Records Management Liaison Officer (RMLO) in the Office of the Senior VP for Finance and Administration.

3. All files to be archived for subsequent destruction must be put into a standard records box. The Records Manager or designee shall be responsible for recording the cubic feet, range of case numbers, and dates onto a spreadsheet for subsequent forwarding to the RMLLO.
4. All records will be retained for the minimum retention period required by the retention schedule referred to in Section P (1) above. The Records Manager will be the Department authority for determining which records are eligible for destruction once the minimum retention requirements have been met.
5. At least annually, the Records Manager shall screen all Department records and comply with the provisions of Sections 119.041 and 257.36, F.S.
6. The Records Manager will retain a copy of all State of Florida retention publications, including the records retention schedule, and copies of all Records Destruction Requests.

Glossary

Clery Act – The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This federal legislation requires that colleges and universities provide timely and relevant information about campus crimes to prospective students, parents, employees, and other interested parties.

Juveniles – The legal term for a youth, i.e., a minor under the age of 18, whom the law may treat differently than an adult because of his or her minority.

Records – Official Departmental documents, hard-copy or electronic, that serve as evidence to support and otherwise corroborate Departmental operations and functions.

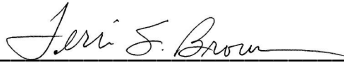
Teletype – A form of telegraphic communications whereby the sender types messages on a traditional typewriter keyboard. The electronic impulses of the sender's keystrokes cause the corresponding keys on the receiver's instrument to register the exact message.

Attachments

None

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Approved: 
Terri S. Brown, Chief

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