



## NORTH MIAMI POLICE DEPARTMENT

### STANDARD OPERATING PROCEDURES



#### RECORDS 400.05

EFFECTIVE DATE: 08-11-20

APPROVED:

  
Chief of Police

SUPERSEDES: 05-23-19

CFA: 26.01, 26.02, 26.03, 26.04,  
26.05, 26.08

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#### I. PURPOSE

To establish the function and responsibilities of the Records Unit and provide guidelines for the review, maintenance, and distribution of records.

#### II. POLICY

To meet the management, operational, and informational needs of the North Miami Police Department (NMPD) and the public by maintaining an accurate and easily accessible records system in compliance with FSS, 119.

### III. SCOPE

This policy applies to all members of the Department.

### IV. DEFINITIONS

Other language clarification:

- Should: Indicates a general or expected action, absent a rational basis for failing to conform.
- Shall or Will: Indicates a mandatory action.

### V. RESPONSIBILITY

- A. The Records Unit is established within the NMPD and is the central component for the NMPD's criminal records, non-criminal records, and records control.
1. The Records Supervisor is designated as the Custodian of Records for NMPD and is responsible for retention, maintenance, and dissemination of police records produced by the NMPD.
  2. Reports are submitted to the Records Unit electronically, after being reviewed for accuracy and completeness. The Records Unit is responsible for verification of case numbers against reports, coding, and computerized entry of reports. From these activities, statistical information is recorded for the Uniform Crime Report and/or any other requests.  
**CFA 26.01A**
  3. The Records Unit shall maintain a centralized, automated (computerized) records system for information retrieval. Access to juvenile records and information shall be strictly controlled.  
**CFA 26.01C, 26.04B, 26.08**
  4. All reports and records are maintained according to state law. Access to the Records Management System (RMS) shall be in accordance with the Computer System's policy to safeguard any attempts to access, alter, remove, disclose or destroy stored information.  
**CFA 26.01B, 26.04A**

- a. Employees shall not disclose passwords to others except as deemed necessary by the Network Specialist.
  - b. Employees shall log-off the computer, or use a password protected screen saver, when away from the computer to prevent accidental viewing of files and computer monitors by unauthorized individuals. **CFA 26.03B**
- B. Other functions of the Records Unit shall include, but not be limited to, the following activities: **CFA 26.01B,C**
  1. Maintain and provide, or make available to police officers, specified personnel, and the general public: offense/incident reports, supplementary reports, traffic crash reports, arrest reports, property receipts, and miscellaneous reports.
  2. Storage and issuance of certain departmental forms.
  3. Ensure all expunged and sealed records are processed in accordance with court orders and Florida Department of Law Enforcement (F.D.L.E.) guidelines.
  4. Collect fees for copies of reports and researching.
  5. Assist in providing citizen information, copies of records and reports, and release of records information.
  6. Receive and disseminate all hand delivered, email or faxed subpoenas; keep e-notify up to date.
  7. Other functions as assigned by the Chief of Police or his/her designee.
- C. The Administrative Major shall be responsible for the overall direction and control of the Records Unit.

## VI. CASE NUMBER CRITERIA

- A. Each call for service or self-initiated service act will be assigned a unique case number in chronological sequence in the order it is received by the Communications Unit.

- B. Case numbers will be assigned for offenses/incidents occurring within the NMPD's jurisdiction, as well as offense/incidents in other jurisdictions, when North Miami Police Department personnel are involved.

## VII. TRAFFIC CRASHES

### A. Maintenance of Traffic Records:

1. Records Unit personnel shall maintain traffic and enforcement data, to include arrests, citations, and traffic crash data (reports, investigations, locations).
2. Crash report review process: Shift supervisors will review and correct all crash reports. Upon completion of the review, the shift supervisor will submit the crash report to DHSMV for final approval, through the electronic traffic report system. Records Unit personnel will upload all DHSMV Hit and Run forms into the RMS.
  - a. The Traffic Unit Sergeant will review all Hit and Run crash and Traffic Homicide reports.
  - b. The Accident Investigations Unit (AIU) Investigator will assign each Hit and Run crash a Hit and Run case number. That number will then be recorded in the Hit and Run Log.
  - c. The AIU Investigator will send a certified letter to the owner of the hit and run vehicle, requesting a response within 10 days. If no reply, a subsequent letter(s) will be sent.

### B. Dissemination of Traffic Crashes/Enforcement Data:

1. The information contained in the crash data entries will include the date, time, and the location of the crashes and violations.
2. Copies of crash reports are made or downloaded onto a CD and forwarded to the following:  
**CFA 26.02B**
  - a. Chief of Traffic Signals and Signs Division, Miami-Dade County.
  - b. Miami-Dade State Attorney's Office as requested on individual cases.

- b. Bulk pick-up for qualifying agencies.

## **VIII. REPORTS AND RECORDS**

### **A. Distribution of Reports and Records:**

1. Offense/incident reports and supplementary reports are reviewed and approved by the officer's supervisor, and then routed to the Records Unit for screening. Further dissemination may be to:  
**CFA 26.02A, B**
  - a. Miami-Dade Animal Control/ North Miami Animal Control
    - All dog bite reports are:
      - Mailed to Miami-Dade County Animal Control
      - E-mailed to North Miami Animal Control
  - b. Code Compliance
    - Possible Code violations are forwarded to North Miami Code Compliance
  - c. D.U.I.
    - Mailed to the S.A.O., e-mailed to Hearing Office
  - d. Promise to Appear (PTAs)
    - Copies of Report and Arrest form are mailed to the Miami-Dade County Clerk's Office
  - e. Domestic Violence Service Sheet
    - Original Yellow Service Sheet is mailed to the address listed on the service sheet, and faxed by the officer, to Miami-Dade PD Court Services.
2. When requested, reports are forwarded electronically to the requesting organizational component. **CFA 26.02A**
3. Computer generated reports - Once approved by a supervisor, all computer generated reports will be sent to the Records Unit. The reports are stored in a central database. Supervisors and authorized personnel will access this database and view/retrieve reports pertinent to their unit.
4. Copies of Domestic Violence reports will be faxed to Safespace and the Domestic Clearing house, within 24 hours of receipt in

Records, per FSS, 741.29.

5. Copies of reports may be obtained through Records.
  - a. The Records Unit will be governed by the Public Records Law, FSS, 119, with respect to dissemination of information and prescribed fees.
  - b. A Public Records request will be completed and submitted through the proper channels per Administrative Regulation 00-4.
  - c. Reports/information are made available to City Hall as needed.
  - d. UCR process: Part I and Part II offenses are categorized by Records Unit personnel and made available to the Federal Bureau of Investigation (FBI) and the Florida Department of Law Enforcement (FDLE) for UCR purposes. The Records Unit compiles and submits UCR data semi-annually and annually to the UCR Program at FDLE, Tallahassee, Florida.

B. Report System: **CFA 26.01A,B,C**

1. After being processed, reports may be retrieved from the Records Management System (RMS) by location, case number, type of incident, license tag/VIN, citation number, date, time of day, date range, subject or victims.
  - a. Data entry from offense/incident reports, supplementary reports, and arrest reports are entered into the computer system.
  - b. Records Unit personnel, upon request, will compile reports to determine the amount of activity, per incident type, in each grid.
  - c. The Records Unit maintains an automated index, which can be accessed alphabetically and serves as a cross-reference to documents in which a person has been named.
2. Records Unit personnel, or an individual officer's supervisor, may identify reports that are incomplete and may reject them to the individual officer or his/her immediate supervisor for corrections

or further action. A weekly missing report audit is conducted by the Records Supervisor, or designee, to maintain an accurate file database.

E. Privacy, Security, and Control of Records: **CFA 26.03A**

1. Access to records (information):

a. Physical access to the Records Unit is restricted to employees assigned to work the Records Unit and to authorized employees who need access to conduct business.

b. Records information is accessible to operations personnel on a 24-hour basis. **CFA 26.05**

1). During normal business hours, routine requests for records, copies of reports, and record checks will be made at the Records Unit window or by telephone, email or fax.

The window is open Monday, Tuesday, Thursday, and Friday, 0800-1700 hours, excluding holidays.

2). Access to Records will be restricted to Supervisor Police Communications Operators and Records personnel. When required, under specific circumstances, officers may be permitted to enter.

- Information on cases from 1988-2009 will be located in the CD index or Laserfiche.
- Reports prior to 1988 will be located on microfilm.

3). Information stored in computerized files will be available during normal business hours, and will be controlled by Records Unit personnel. The Records Unit Supervisor and other authorized personnel are the only employees authorized to access, alter, remove, disclose, destroy, information in the various computerized/automated files. Computer file maintenance, backup, and retention will be handled by the City's Information Technology Department.

**CFA 26.04A**

- 4). Public Records Requests can be done through the City's website, by e-mail, by telephone, or in person at the Records window.

2. Release and Review of Records:

- a. The Custodian of Records, or designee, will be the NMPD authority regarding the release and review of NMPD records. All state and federal laws will be adhered to. No information will be disseminated to the public or the media if prohibited by law.  
**CFA 26.02B, C**
- b. The Records Unit will maintain and make available to sworn and non-sworn personnel, offense/incident reports, supplemental reports, traffic crash reports, arrest reports, property receipts, and other NMPD related reports and forms.  
**CFA 26.02B, C**
- c. Review of documents by non-departmental parties will be Records Supervisor or designee.
- d. Per Florida Statute, notwithstanding any other provisions, the name, photograph, address, and crime or arrest report of a juvenile MAY be released if:  
**CFA 26.02C, 26.08**
  - 1). The juvenile was taken into custody by a law enforcement officer for a violation which, if committed by an adult, would be a felony; or
  - 2). Found by a court to have committed three or more violations of law which, if committed by an adult, would be misdemeanors, shall not be considered confidential and exempt from Florida Statute 119.07(1) solely because of the child's age.
- e. Records may be released to the following: other law enforcement agencies, criminal justice agencies, state attorneys, the courts, the child (with proper identification), the parents or legal custodian of the child (with proper identification), their attorneys, the superintendent of schools, or their designees, or 'any other person authorized by the court to have access to such records'.  
**CFA 26.02B, 26.08**



- f. Florida Statute allows the victim, the victim's parents or guardian, their lawful representatives, and, in a homicide case, the next of kin, to have access to information and proceedings in a juvenile case, provided that such rights do not interfere with the constitutional rights of the juvenile offender.  
**CFA 26.02C, 28.08**

F. Records Retention: **CFA 26.04B**

1. The security, accessibility, maintenance, retention and destruction of all Department records shall be in accordance with Florida State Statutes, Florida Public Records Law and the Department of State, Division of Archive and Records Management GS1-L and GS2 schedules.
2. The Custodian of Records will retain a copy of all State of Florida retention publications, including the records retention schedule.
3. All records containing juvenile information shall be noted as such and collected, disseminated and retained in accordance with applicable laws.  
**CFA 26.08**

## **IX. PROCESSING AND ACCOUNTABILITY OF TRAFFIC CITATIONS**

The Records Unit is responsible for storing, maintaining and issuing citation books and electronic citations (e-citations).

- A. All handwritten citation books and parking e-citations shall be stored in a secure location in the Records Unit.
- B. Officers will sign for each citation book received. Officers requesting parking e-citation numbers must request the information at the Records Unit window and sign the e-citation number log. E-citations (Uniform Traffic Citations) are stored in the electronic traffic report system server, and will auto-populate when requested by the officer.
- C. When an officer is issued a new citation book, the officer shall ensure all copies of the citations are in the book before signing for them. The white receipts in the front of the book will be completed and returned to the Records Unit.
- D. The officer receiving a citation book is responsible for its safekeeping. Any discrepancies in numbering or damage to the citation book should

be brought to the attention of Records personnel. Lost, damaged, destroyed or stolen citation(s) or citation books will be reported via memorandum to his/her supervisor, detailing the circumstances of the loss, damage or destruction. The supervisor will forward the memo the Records Supervisor. The memo will contain the numbers of all affected citations and will be filed for auditing purposes.

- E. The officer's name and citation number(s) will be entered into a log book. To comply with Florida State Statutes and their required accounting procedures. Records personnel are responsible for maintaining proper records and inventories of traffic citations.
- F. Officers shall forward all copies of voided or damaged citations to the Records Unit to be voided in the system.
- G. The State of Florida maintains records, for auditing purposes, of citation numbers issued to Police Agencies. Each officer is accountable for the citations that he/she receives. In addition, a periodic internal audit is done by Records Unit personnel to account for all issued citations.
- H. A memo will be forwarded from the Records Unit to officers listing outstanding traffic citations. Officers will be responsible for advising the Records Unit, via memo, as to the disposition of the outstanding citations. If the officer does not respond, the Records Supervisor will contact the officer's shift supervisor.
- I. Periodically, DHSMV may conduct an audit of issued traffic citation books.
- J. Officers who transfer to units/assignments that do not require the use of citation books, shall return the books to the Records Unit.
- K. Officers shall return ALL outstanding traffic citations prior to separation from the Department.

## **X. VOIDING OF CITATIONS**

The Shift Sergeant shall review the circumstances in all cases where a citation is voided.

- A. If an error is made while writing a citation, or if citations have become damaged due to rain, separation, etc., or if the officer is unable to complete the citation because of receiving an emergency call, the citation may be voided.

- B. If a handwritten citation must be voided, the officer shall print “VOID” across the front of the citation page and write a memorandum to the shift supervisor explaining the reason for the void. The voided citation and a copy of the memo shall be forwarded to the Records Unit. If the citation has already been transmitted to the Clerk of Courts, a Request for Cancellation or Dismissal must be filled out by the officer and submitted to the Records Unit.

Officers needing to void e-citations will select ‘VOID’ on the e-citation and enter comments explaining the reason for the void.

## **XI. ADULT CIVIL CITATIONS**

- A. Adult Civil Citations are issued for minor offenses, where the violator either pays a civil fine, requests an Administrative Hearing, or elects to perform community service. The violator will not have a criminal record, as it is not a criminal process.

Procedures and instructions are fully explained in the Department’s PowerDMS program.

## **XII. DISPOSITION OF CASES**

- A. Upon written notification from the State Attorney’s Office (SAO) of final disposition of a criminal case, the Records Unit will file it with the appropriate report file and enter the information into the main database.
- B. Copies of court disposition forms received from the SAO will be forwarded to the officer/investigator named in the form, as well as a copy to Property.

## **XIII. RECORDS MAINTENANCE IN OPERATIONAL COMPONENTS**

- A. Active cases involving homicide investigations, hit and run, sexual battery investigations, juvenile investigations, and narcotic investigations will be securely kept in the respective unit until inactivated. At that time, these closed case files will be transferred to the Records Unit for maintenance and retention. **CFA 26.08**

#### XIV. FUNDS PROCEDURES

- A. Designated Records Unit personnel will receive, collect, verify transactions, and issue receipts to persons submitting monies or checks to the Records Unit for all public records requests. **CFA 26.02C**
- B. The Records Supervisor or designee will be responsible for overseeing these procedures.
- C. A cash box with a bank of \$50.00 will be maintained in the Records Unit.
  - 1. The Records Supervisor or his/her designee will be responsible for securing the cash box in a locked drawer.
  - 2. Key access to the drawer is permitted by authorized Records Unit personnel.
- D. When cash or checks are collected by Records Unit personnel; the three color carbon receipts will be filled out upon request. White (original) to the citizen; yellow copy with cash/and or check and pink color copy will stay attached in the Receipt Book. The checks, money orders and drafts will be placed in the small metal box in the cash drawer. For all bulk pick-ups, a receipt will be issued regardless of the form of payment.
  - 1. Each transaction (unless a receipt has been written) will be recorded on a daily log. If any cumulative amount collected is over \$300.00, a transmittal/deposit will be made using the weekly transmittal procedures.
- E. Weekly Transmittals of the collected funds will be made to the City's Finance Department.
  - 1. Weekly transmittals will be conducted by two employees.
  - 2. On each Monday (excluding holidays), the yellow receipts in the metal box will be reconciled to the pink receipts attached to the Receipt Book. The daily log and receipts provide the total of funds collected for the week.
  - 3. All actual checks will be counted. The total checks counted will then be reconciled to all the checks collected as reflected in the receipts.

4. Excluding the “\$50.00 bank” the weekly received funds will be counted and reconciled to the receipts, the Revenue Transmittal form will be filled out & signed by both persons counting. Amounts of each denomination (coins and bills) are to be entered under ‘Weekly Totals’ on the Records Daily Funds Transactions sheet. Cash and coin total should match the week’s cash total.
5. All funds will be immediately taken to the City’s Cashier for deposit.