



## RECORDS

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### **I. Purpose**

The purpose of this Written Directive is to address those records functions that are required to meet the management, operational, and informational needs of the University of Maryland, Baltimore Police Force (UMBPF).

### **II. Policy**

It is the policy of the UMBPF to adhere to the guidelines established for all members as outlined in this Written Directive.

### **III. Definitions**

#### **A. Criminal Justice Agency**

Criminal Justice Agency shall apply to any governmental agency or subunit that has as its principal function the performance and administration of criminal justice activities.

#### **B. Central Records**

Central Records means that repository in this State, operated by the Maryland State Police, which receives, identifies and maintains individual criminal history records from criminal justice agencies throughout the state.

#### **C. Criminal History**

Criminal History Records Information shall apply to any records and/or data collected by criminal justice agencies on adults with specific identifiable descriptions, notations of arrests, detentions, indictments, information, formal charges, and/or any disposition arising there from. The term shall not include juvenile record information, criminal justice intelligence information, criminal justice investigative information, or correctional status information.

**D. Conviction Data**

Conviction Data means information in the custody of any criminal justice agency relating to a judgment of conviction and/or the subsequent consequences arising in any court.

**E. Dissemination**

Dissemination refers to the transfer of information, whether orally or in writing, or by electronic means. The term does not exclude access to the information by any officer or employee of a criminal justice agency maintaining the information who has both a need and right to the information.

**F. Expunge**

Expunge refers to the removal of specific criminal history information, as defined by a court order.

**G. Purge**

Purge refers to the removal by court order from public inspection or access.

**H. Seal**

Seal means to physically secure in order to prevent inspection, except where specified by court order.

**I. Criminal History/Information Area**

The Criminal History Record Information Area means any area in which criminal history record information is collected, stored, processed, or disseminated.

**IV. Administration**

**A. Records Component**

1. The Records Section is a component of the Support Services Bureau. This Section serves as the official repository of police records excluding the internal investigation records, personnel records, medical records, and background records for active employees, which are managed by the agency officer manager or designee. The training records are managed by the Education and Training Lieutenant or designee. The internal investigation records are managed by the Professional Standards Bureau.
2. All UMBPF employees are responsible for compliance with applicable laws, rules, and regulations pertaining to the privacy, security, and dissemination of information maintained by the organization.

**B. Patrol Sergeant/OIC Function**

1. A supervisor receiving a report during the shift will review it for accuracy, completeness, legibility, etc., and after review and approval, will forward the report electronically to the lieutenant for review and approval.

2. A supervisor on duty will be directly responsible for ensuring the quality of submitted reports is maintained. In addition, the supervisor will:
  - a. Ensure that the appropriate report and Computer Aided Dispatch (CAD) computer entries exist on calls for service that require such documentation;
  - b. Check the Automated Records Management System (ARMS) Report Log to ensure that all assigned reports have been completed and electronically submitted for review;
  - c. Check all Offense Reports, Incident Reports and other required reports for accuracy, completeness, and content;
  - d. Take the necessary action to ensure that inaccurate or incomplete reports are corrected in a timely manner using the ARMS Kickback system;
  - e. Ensure that all crimes reported contain the necessary elements of a crime; and
  - f. Ensure that cases qualifying for follow-up by Criminal Investigations personnel are directed to the Special Services Lieutenant for assignment.
  
3. Barring any exigencies, a sergeant or OIC shall ensure all reports (incidents/ crime/ follow-up) are submitted to the lieutenant by the end of the tour of duty. Monday – Friday, except holidays when the Records Section is closed, the lieutenant must review and submit prior written reports to the Records section or “Kicked Back” for corrections by 1000 hours.
  - a. If corrections are required and the originating officer is currently not on duty, the report shall be corrected by another officer or a supervisor and shall be submitted by the end of the tour of duty.
  - b. If the report cannot be corrected by another officer or a supervisor due to lack of investigative information, the report shall be held for corrections. The corrections shall be completed upon the originating officers return to duty; the approval process shall then go forward as described above.

C. Records Section Function

1. The Records Section Manager or designee will verify all reports are submitted for review each business day. This will be accomplished by checking the ARMS Case by Date/Time Report, or a similar report, and matching the assigned report numbers with each report submitted through the approval process.
2. The Records Section staff will review, classify, and score daily, each report utilizing the Uniform Crime Reporting Codes and Definitions.

3. When report discrepancies or problems are discovered during review, the report is electronically “kicked back” in the ARMS system directly to the officer and the Shift Supervisor. The officer will complete the necessary corrections and resubmit the report for review and approval within two working/duty days of receiving the Kicked Back report. In the prolonged absence of the initiating officer, another knowledgeable officer or supervisor shall be directed to “Take Ownership” of the report to complete the corrections to administrative data in the report to ensure timely resubmission. Any corrections to a narrative section of the report shall be determined on a case by case basis, and is dependent on available investigative information.
  - a. The lieutenant, sergeant, or OIC will review the report with the officer and ensure that corrections are completed.
  - b. A sergeant or OIC will review the corrected report and then forward the report to the lieutenant for further review. After the report has been reviewed and approved by the lieutenant, it will be forwarded to the Records Section.
  - c. The Records Section will process the corrected report as described above.
4. Police records are securely maintained in the Records Section at the Pine Street Operations Center (Annex), the records storage room located in the basement of the Pine Street Station, the Bio-Park Police Substation records storage room, or any other secured location approved by the Support Services Bureau Commander.
5. Police personnel requiring a copy of a current or stored report for court purposes or follow-up investigation may obtain the report from the Records Section.
6. All requests for copies of reports or electronic media from individuals outside of the UMBPF must be approved by the Support Services Bureau Commander and will be assessed a reasonable processing fee. Further information is found in **WD 1.6, Fiscal Management**.
7. Records maintained in the Records Section are maintained in locked file cabinets, by record type, in monthly order and in numerical order. Police reports are maintained electronically in ARMS.
8. Records maintained in the Records Storage Room are maintained in brown record storage boxes with identifying information clearly detailed on the outside of the boxes. The identifying information will include the name of the agency, the type of record, the time period of the record and the name of the office, section, or unit that stored the information.
9. Records will be maintained in accordance with the UMBPF Records Retention and Disposal Schedule.
10. The Baltimore City Court System does not forward the UMBPF any legal process, civil or criminal documents for service. Legal process is forwarded for service from the Circuit

Court of Baltimore City to the Sheriff's Office and from the District Court of Baltimore City to the Baltimore Police Department.

D. Written Records Required

1. Written or electronic police records are required on the appropriate forms in all of the following cases:
  - a. Citizen complaints;
  - b. Citizen reports of crime;
  - c. Follow-up investigations;
  - d. Incidents involving arrests, citations, or summons;
  - e. All incidents where an officer is dispatched;
  - f. All incidents where an officer is assigned to take action at a later time; and
  - g. Criminal and noncriminal cases initiated by law enforcement employees.
2. Normally a call for service entry will be made in the CAD system and becomes a permanent record of police action taken. Requirements for entries into CAD are listed in **WD 6.32, Communications** and include:
  - a. Date and time of initial report of the incident/activity;
  - b. Name, address, and telephone number of the person requesting service;
  - c. Nature of incident; and
  - d. Date, time, and brief description of action taken by the assigned police officer.
3. Officer activity information will be maintained by using CAD for enforcement and non-enforcement activities data entry during their assigned tour of duty. Together with the computer analysis, the accumulated workload information will assist planners with future manpower deployment. In those cases, where no police service is necessary and no written report is required, the following procedure will be utilized:
  - a. When a call for service is received, communications personnel will enter the caller's name, address, telephone number and the nature of the call for service into the CAD;
  - b. The assigned officer's time of arrival on the scene, return to service and disposition code will be recorded; and

- c. A Miscellaneous Incident Report may be required to completely explain a call for service that requires no police action (this may be necessary when the call for service cannot be cleared by a coded disposition).
4. Calls for service may also be entered into CAD by police officers. Officers will enter the required information using the Mobile CAD system on the in-car computers.

## **V. Field Reports**

### **A. Maintenance of Reports**

1. The UMBPF utilizes the following preprinted and/or electronic report formats and the following retention periods for field operation reporting:
  - a. Criminal Activity Reports, Miscellaneous Incident Reports, Arrest Reports, Vehicle Reports, Property Reports, and Supplementary or Follow-up Reports will be maintained for 75 years (3 years on-site);
  - b. Uniform Complaint Citations will be maintained for 3 years;
  - c. Open or suspended Investigative Case Files (copies of documents maintained in the Records Section) shall be maintained in the CID for 3 years. After 3 years, the investigative summary is transferred to the Records Section for storage with the original case file and all copies are destroyed; and
  - d. Vehicle Accident Reports are submitted to and maintained by the Maryland State Police (MSP).
2. All paper reports will initially be maintained in the Records Section of the Annex, later to be transferred to the records storage room and finally, the Maryland State Central Records location in Jessup, Maryland for long term storage. Electronic reports will be stored in ARMS. After three years, the electronic reports will be copied to a high quality DVD to create a permanent backup record of the report. The DVD maybe held on site or transferred to the Maryland State Central Records location in Jessup, Maryland for long term storage.

### **B. Report Numbering**

All Offense/Incident Reports shall be assigned a report number by ARMS. The report numbering system utilized by the UMBPF ensures that no two calls for service will be assigned identical report numbers.

### **C. Legibility and Submission**

A Supervisor receiving a report during a shift will review the report for accuracy and completeness, and after review and approval, will electronically forward the report for further review and approval to the next higher reviewing official by the end of his or her tour of duty.

#### D. Incident Report

1. The Crime/Incident Report has been designed to accomplish the following:
  - a. To provide a means of allowing police officers to conduct and chronologically record a preliminary investigation of a criminal offense;
  - b. To provide complete and accurate information for follow-up investigation and prosecution;
  - c. To provide police officers and supervisors with decision-making information that will measure follow-up investigative needs; and
  - d. To aid the Technical Services and Records Lieutenant in the collection of data relating to crime types, patterns, suspects, etc.
2. Incident Reports can be used to memorialize crimes against persons (crimes of violence) and crimes against property (burglary, theft, embezzlement, etc.).
3. The Incident Report is a permanent record. It may be scrutinized by police administrative personnel, attorneys, judges and may be used in court as evidence. The following characteristics should be developed by personnel for completing reports:
  - a. Take pride in writing a good report;
  - b. Survey the facts before you begin writing;
  - c. Be a stickler for accuracy and details; and
  - d. Use spell-check when you are not sure of the correct spelling of a word.
4. The common errors in report writing are incorrect spelling, bad grammar and punctuation, mistakes in addresses and telephone numbers, failure to fully identify witnesses, exaggerated value of property, incorrect offense classifications, and incompleteness.
5. When utilizing the ARMS electronic form, always use the drop box that indicates a report type to properly categorize a report.

#### E. Follow-Up Report

The Follow-up Report has been designed to provide a means of adding information to a preliminary report by recording follow-up investigative data in an on-going investigation. It is also used to record data concerning an offense incident that is not releasable to the news media.

F. Vehicle Report

This report is used to record data related to the loss and/or recovery of vehicles on University of Maryland, Baltimore property. It can also be used when a motor vehicle is stolen, taken by fraudulent means, or tampered with.

G. Property Report

The Property Report is used to record data relating to the recovery or collection of lost, found, seized, or evidentiary property, and to establish a chain of custody for the property. Police officers coming into the possession of such property will inventory the property and complete the UMBPF Property Record, Form 86-1.

H. Juvenile Custody Report

This report will be completed when a juvenile is detained for investigation or taken into police custody. The Juvenile Custody Report must be accompanied by the appropriate field report. The custody report documents the release of the juvenile to an authorized person.

I. Additional Documentation

Any paper documents supporting or accompanying a police report will be scanned and attached to the report using the "Other Media" module in ARMS. The paper documents will be forwarded to the Records Section for processing and storage as needed.

J. Arrest Data

1. Police officers affecting an arrest will complete the Arrest module in Mobile ARMS or ARMS and the preliminary investigative report before the end of their tour of duty. The report and any accompanying documentation will be submitted electronically for the review and approval process.
2. Arrest and subject information for each arrest and all charges must be listed in the ARMS arrest module. The arrest tracking number entered into the arrest module is assigned by the shift supervisor.
3. A completed arrest folder will be submitted to the Records Section containing a copy of the offense report and follow-up reports, the statement of probable cause, and the statement of charges. It will also contain records of any evidence submitted for storage or evaluation. An arrest folder will not be completed for arrests based on warrants from other agencies.

K. Suspicious Actions Contact

A Miscellaneous Incident Report shall be initiated and all information regarding the individual will be placed in the Master Name Module of the ARMS System.

L. Daily Activity Sheets

1. Uniformed non-sworn members are required to submit a completed Daily Activity Sheet at the end of each tour of duty. Each uniformed non-sworn member will account for all activities during their assigned tour of duty.



2. Supervisors will review the Daily Activity Sheets for accuracy and completeness before signing, and submitting them.
3. Uniformed sworn member activity is captured in CAD entries. They shall complete a Daily Activity Sheet only when ordered to do so by a sergeant or higher authority.

**M. Police Vehicle Inspection**

The Police Vehicle Inspection Form will be completed in its entirety whenever a member is assigned to operate a vehicle owned by the UMBPF. The inspection form will be submitted at the end of each tour of duty. A police vehicle includes marked and unmarked patrol vehicles, police bicycles and the Segway transporter (This does not apply to Captains and above).

**N. Daily Mileage Log**

The Daily Mileage Log shall be completed by **all personnel**, regardless of rank and/or position, operating UMBPF fleet vehicles. The log will be annotated by each operator on each day the vehicle is in use.

**O. Administrative Form 95**

An Administrative Form 95 may be prepared to document member inquiries, suggestions, intelligence information, meetings, and other routine administrative information through the chain of command. This form may be a written paper document or an electronic document completed in FormDocs.

**VI. Form Completion, CAD and Case Numbering, Supervisory Review, and Distribution of Reports**

**A. Form Completion**

The Technical Services and Records Lieutenant or designee will maintain copies of paper forms and instructions for completion of all forms, paper and electronic, utilized by the UMBPF.

**B. CAD and Case Numbering System**

All offenses or incidents reported to the UMBPF will be entered into the CAD system and automatically assigned an event number and a Case report number if needed.

**C. Distribution of Reports**

1. Incident Reports are vital documents to the citizens as well as the UMBPF. The reports describe the occurrences of police-related incidents, permits assignments for investigation and serve a variety of other purposes. The flow of the Incident Reports to their proper destinations should be smooth and properly handled. Review of all reports is a supervisory responsibility.
2. Completed field and administrative reports will be submitted to the reporting officer's supervisor prior to the end of the reporting officer's tour of duty.

3. Electronic copies of all reports will be distributed daily to the following individuals, sections or functions for review and processing:
  - a. Chief of Police;
  - b. Deputy Chief;
  - c. All Bureau Commanders;
  - d. All Lieutenants;
  - e. All Sergeants and OICs; and
  - f. The Accreditation Unit.
4. All offense reports will be forwarded to the Criminal Investigation Division for follow-up and disposition as noted in **Section IV, B, 2, f**, above.
5. Upon request and with the approval of the Chief of Police or designee, offense or incident reports are distributed to individuals displaying a legitimate need for the report. Offense Reports will be provided without follow-up, suspect or criminal history information.
6. Any information actively being investigated will not be released.
7. Routinely, the following reports are distributed to other agencies:
  - a. Juvenile Custody Reports - Juvenile Service Agencies;
  - b. DR-15, 15A Report - Motor Vehicle Administration;
  - c. Maryland Uniform Complaint Citation - Maryland District Court system;
  - d. Uniformed Crime Report - Maryland State Police;
  - e. Stop and Frisk Report - Maryland State Police; and
  - f. Uniform Criminal Citation – Maryland District Court System.
8. Procedures for the release of information to the media are found in **WD 9.5, Public Information**.

## **VII. Status Reporting System**

### **A. Follow-Up Investigation**

1. All original reports along with follow-up reports will be maintained in ARMS. The Records Section will also maintain active case folders for all arrests with the exception of arrests by a warrant initiated by another agency.
2. Once a report has been assigned for follow-up investigation, all additional information will be documented on a Follow-up Report.
3. All completed follow-up reports will be submitted to a lieutenant by the end of the officer's tour of duty, through the electronic review and approval system. If approved, the lieutenant then forwards the follow-up report to the Records Section, following the procedures outlined in **Section IV, B, 3**, above.

### **B. Retention, Privacy, Security, and Dissemination**

1. The State of Maryland and the Department of Criminal Justice Services have adopted both statutory law and rules and regulations which govern the security, privacy, and dissemination of adult and juvenile arrest record information. These laws, rules, and regulations also pertain to the physical area where criminal record information is collected, processed, and stored. The UMBPF will, at all times, comply with these laws, rules, and regulations which are in accordance with the U.S. Department of Justice Regulations 28 Code of Federal Regulations Part 20, found in **Appendix 1.11.1**. It is imperative all personnel, especially those assigned to the Records Section, understand and comply with these codes, rules, and regulations.
2. Persons authorized to release Criminal History Record Information such as Detectives, Shift Supervisors, and Police Communications Operators, shall be responsible for documenting the dissemination of such information by completing the on-line dissemination log and/or the Criminal History Dissemination Log, paper version.
  - a. Police Supervisors shall ensure security measures are followed to provide maximum security of criminal history record information. Unauthorized individuals will not be allowed to enter areas where such information is stored, collected, or processed.
  - b. The Technical Services and Records Lieutenant shall ensure:
    - i. All inquiries for Criminal History Record information are processed in accordance with the law and with organizational rules and regulations;
    - ii. The Dissemination Record File of the Records Section is maintained and updated; and

- iii. Juvenile arrest records are collected, disseminated, retained, and disposed of in accordance with Maryland State Law.
3. For record security purposes, access to the Record Section where criminal history record information is collected, stored, processed, and disseminated shall be limited to authorized individuals only. They include:
  - a. Chief of Police;
  - b. Deputy Chief;
  - c. Support Services Commander;
  - d. Operations Commander;
  - e. Professional Standards Commander;
  - f. Special Services Lieutenant;
  - g. Education and Training Lieutenant;
  - h. Patrol Lieutenants;
  - i. Technical Services and Records Lieutenant;
  - j. Detectives (CID); and
  - k. Patrol Supervisors.
4. The Records Section will be locked whenever the office is left unattended.
5. The Maryland Electronic Telecommunications & Enforcement Resource System (METERS) terminal will never be left unattended when criminal history information is being displayed.
6. Adult arrest records are maintained in accordance with Maryland State Law and the record retention schedule.
7. All Criminal History Record information shall be secured and disseminated in accordance with Maryland State law.
8. Access to ARMS is controlled by the issuance of User Names and Passwords. Only those with an active username and password may access ARMS.
9. Access to records in ARMS, to include certain restricted files such as juvenile or confidential records, is controlled and restricted by the use of "Permissions" in the

ARMS system. Permission to access records is controlled and provided by the System Administrator under the guidance of the Technical Service and Records Lieutenant.

C. Records Retention

The UMBPF maintains a schedule for retaining police records that is consistent with all legal requirements of Maryland State Law. A copy of the schedule is found in **Appendix 1.11.2, Records Retention and Disposal Schedule.**

D. Forms Management

1. Forms management is designed to ensure accountability and to further ensure that only necessary and essential forms are retained by the UMBPF. Periodically, the Support Services Commander and the Technical Services and Records Lieutenant will review all forms for the purposes of determining continued usefulness, modification needs, and retention. Further information is found in **WD 8.1, Forms Management.**
2. Because the use of certain forms developed by federal and state agencies are required, the Quartermaster will ensure that a supply of those forms is maintained in the Quartermaster area. The Accreditation Unit will maintain original or current versions of approved UMBPF internal forms in an agency database system. The original or current version will be replaced when a modification to a form has been approved.
3. The Quartermaster is also responsible for issuing and maintaining all controlled forms used by the UMBPF. These forms will be securely stored in the Pine Street Annex Quartermaster room.
4. All controlled forms issued will be recorded on an Accountability Form. The Accountability Form will include the date of issuance, the control numbers of the forms issued, the name of the officer to whom the forms were issued, and the name of the issuing officer.
5. Police officers shall immediately report lost, damaged, or stolen controlled forms to a supervisor. The supervisor shall ensure that an administrative report is completed for the incident and forwarded through the chain of command to the Chief of Police. The Quartermaster will also be notified of the incident and will issue replacement forms.
6. Voided copies of all traffic citations will be immediately turned into the Records Section via the Chain of Command for processing. A file of all voided controlled forms will be maintained in the Records Section in accordance with the retention and disposal schedule.

## **VIII. Handling of Funds by Administrative Personnel**

A. Receiving Funds

Only the Office Manager or designee is authorized to receive funds in the form of checks or money orders for the processing of requested written records, audio recordings, or video

recordings. All checks are securely maintained by the Office Manager or designee, as determined by the Chief of Police, until the checks are deposited.

B. Procedures

1. Upon receiving a check for requested written records and audio and/or video recordings, the Office Manager or designee will make a copy of the check or money order. The Office Manager or designee will record the request into a log established to record such requests. The log will contain:
  - a. Date the request was received;
  - b. Name of the person or agency requesting the record; and
  - c. Type of record requested.
2. After the request has been logged by the Office Manager or designee, the request will be forwarded to the Technical Service and Records Lieutenant, who will manage the processing of the request. When the requested item (s) have been determined to be available, the request will be forwarded to the Support Services Bureau Commander or designee to approve or disapprove the release of the document (s) or recording (s). If approved:
  - a. Two copies of the Cashier's Deposit Slip will be completed;
  - b. Both copies will be given to the Office Manager or designee who will ensure the deposit is completed; and
  - c. A copy of the check, the agency deposit slip and Cashier's Deposit receipt will be placed in the Posting File.
3. If the document (s) or recording (s) are unavailable, the funds shall be returned to the requestor by the next business day by the Office Manager or designee.
4. Fingerprint requests, along with payments, will be handled by the Office Manager or designee. The Office Manager or designee shall schedule all appointments and ensure payments are deposited using the deposit procedure described above.
5. Payments received by the UMBPF must be deposited at the University of Maryland, Baltimore Cashier's Office no later than the first working day after the day of receipt. Once deposited, the Cashier's Office will issue a receipt for the deposit. Further information on this topic may be found in the **Financial Service Standard Operating Procedure #3511**.
6. The Professional Standards Commander or designee will conduct an annual audit for each calendar year's activities. The audits will consist of comparing the Office Manager's request log entries with deposit receipts and copies of checks and money orders.

Additionally, periodic audits of funds and the handling procedures of funds are conducted by University of Maryland, Baltimore internal auditors.

## **IX. Operations**

### **A. Records Component Information**

1. Routinely, access to records information is available on a 24-hour basis to police and communications personnel via the METERS terminal.
2. On those occasions when the Records Section is closed and immediate access is necessary for a paper file, the patrol/shift supervisor will obtain access through the Key Box system.

### **B. Records Files**

1. All police files are maintained in the Records Section. They include:
  - a. Incident Reports (electronic);
  - b. Adult Arrest/Criminal History Case Files;
  - c. Juvenile Detention/Criminal History information (maintained separate from adults);
  - d. Traffic, criminal, warning, civil and parking citations; and
  - e. Other administrative files as directed by the Chief of Police.
2. Criminal Investigation Division (CID) detectives maintain active investigative files which contain copies of offense reports.

### **C. Master Name Index**

1. The UMBPF maintains a computerized alphabetical master name index of persons identified in field reports. The index is maintained in the Master Name module of ARMS.
2. Names listed in the master name module include victims, complainants, suspects, witnesses, arrested persons, and police officers.

### **D. Computer Aided Dispatch**

1. The CAD system at the UMBPF has the capability of providing a modus operandi file, an evidentiary property file, an incident location file, and a stolen, lost and found property file.

2. The UMBPF maintains a computerized index of reported incidents by location in the CAD module of ARMS.

E. Incidents by Type

The UMBPF maintains a computerized index of reported incidents by type of incident.

F. Criminal History Files

1. A Criminal History File is created each time a person is arrested. An Arrest Report is available in the Case file each time that a criminal charge is placed.
2. Each time a person is arrested, a tracking number will be assigned by the UMBPF and recorded on the UMBPF Arrest Log. In addition, all arrestees will be processed at the Baltimore Central Booking and Intake Facility (BCBIF). As part of the in-processing procedure, the arrestee will be assigned a State Identification Number (SID) and will be photographed and electronically fingerprinted at BCBIF. Also, BCBIF shall issue an arrest number.
3. In addition to maintaining an arrest file on all arrestees, a computerized arrest file is also maintained in ARMS. The computerized arrest file provides the UMBPF with the capability of being able to expediently identify, cross-reference and retrieve arrest data by indexing specific data fields such as:
  - a. UMBPF arrest tracking number;
  - b. Report number;
  - c. Name;
  - d. Arrest date;
  - e. Offense; and
  - f. Arrest location.
4. The computerized arrest file also provides for the logging and maintenance of SID numbers issued to arrestees after their identity has been established.
5. SID numbers are sequentially issued and are not duplicated.
6. Photographs of adults arrested are maintained in the Records Section Case File along with the previously listed documents.
7. Dispositions of adjudicated case files and criminal history transcripts are immediately accessible through METERS and Maryland Judiciary Case Search.



G. Wanted Persons File

1. Anytime a police officer obtains a warrant, an Incident Report or Follow-up Report will be completed by the officer.
2. The Records Section will maintain on file a copy of all warrants obtained by the UMBPF. All warrants will be maintained with the Arrest Report and filed by year, then alphabetically by last name of the arrestee. The warrant will also be scanned and attached to the electronic police report in the "Other Media" module of ARMS.
3. The Criminal Investigations Division (CID) will maintain on file a copy of all active warrants. After the warrant has been served, the arrestee will be processed at BCBIF. After the arrestee has been processed, the warrant and the electronic incident or follow-up report is submitted through the approval process to the Records Section.
4. The retention period for Warrant entries in METERS is indefinite. Warrants are not automatically purged from METERS, but removed only after the warrant is cleared or cancelled.
5. The criteria for receiving warrant information from other jurisdictions is outlined in the National Crime Information Center 2000 Operating Manual, Wanted Persons File.
6. Officers will follow the guidelines outlined in the National Crime Information Center, Wanted Person File, Section 6 (Cancellation) and Section 7 (Locate), when verifying and canceling wanted person information. If during the warrant inquiry process, there is a "hit", (an outstanding warrant located) the Patrol Supervisor will ensure that the warrant is further verified by contacting the agency that issued the warrant to ensure that the warrant is current and valid.

H. Traffic Citations

1. The Quartermaster will ensure that each police officer is issued moving, criminal, civil, and parking citations books. The Quartermaster shall record the issuance in the ARMS citation module.
2. The Records Section will maintain the agency copy as citations are issued by officers. Officers may also submit copies of electronically issued citations, which shall also be stored.
3. The Quartermaster and the Records Section Manager will reconcile their paper citation records monthly to ensure the proper accountability of all issued citations.
4. The Records Section will maintain on file, a copy of all paper and electronic citations (if submitted) issued during the current year. All previously issued citations will be stored in accordance with the records retention schedule.

5. The names of all defendants receiving paper citations will be entered into the appropriate ARMS modules. Once the defendant's name has been entered, it may be cross-referenced with other reported information. Also, cross referencing of traffic defendants with issued citation numbers and issuing officers is available by using the ARMS.
6. Unissued citations will be securely stored in the Quartermaster area.

I. Arrest Information

1. Every time an individual is arrested by the UMBPF, an Offense Report, including the arrest module and appropriate charging documents will be completed and submitted electronically for review and approval.
2. All arrested persons will be electronically fingerprinted as part of the processing procedure at the BCBIF.
3. With supervisory permission, photographs may be taken of an arrestee if the officer has probable cause to believe that they will be identified through photographic line-up or through latent prints. If photographs are taken, the officer shall note this fact in their police report.
4. Officers shall not photograph or fingerprint juveniles. Refer to **WD 6.5, Juvenile Procedures** for further information.

J. UMBPF Arrest Tracking Numbers

1. Each time a person is arrested by officers of the UMBPF, a tracking number will be assigned and an arrest file will be created. In addition, all arrestees will be processed at BCBIF which utilizes electronic fingerprinting and digitized photographing as a means of identifying arrested persons. As part of the processing procedure, the arrestee will be assigned a State Identification Number (SID). The SID number is used to identify the arrestee and is available by calling BCBIF.
2. SID numbers are sequentially assigned and will not be duplicated.
3. The Master Name module and SID numbers will be utilized to assist the UMBPF in identifying career criminals who may be associated with specific crimes occurring in this jurisdiction.

K. Operational Records

1. Currently, the Records Section, the Operations Commander, the Chief of Police, the Criminal Investigative Division (CID) and the Professional Standards Commander are authorized to maintain and store records along with certain other units/sections including the Research and Planning and Education and Training Lieutenant, Patrol Supervisor, Technical Services and Records Lieutenant and Quartermaster and Property Custodian.

2. CID will maintain active investigative records. Inactive investigative records are forwarded to the Records Section for storage in accordance with the records retention schedule.
3. The original copy of UMBPF obtained warrants is maintained by the Baltimore Police Department's Hot Desk.

L. Juvenile Records

1. The UMBPF maintains electronic and paper case records on juveniles and adults. Juvenile and adult case records are physically separated in the Records Section. They are physically stored in a separate, conspicuously labeled, locked file drawers. Juvenile and adult records are also separated in the ARMS System by using the "Juvenile Report" indicator:
  - a. When juveniles are arrested and charged as adults, their arrest records for their specific adult arrest incident will be filed with adult arrestee records;
  - b. Motor vehicle arrest information, when juveniles are taken before District Court Commissioners, will be treated as adult arrest information; and
  - c. Requests for information regarding juveniles involved in motor vehicle collisions may be released if the charges do not involve actual or potential incarceration and the juveniles have not been charged as a juvenile.
2. Fingerprints and photographs are only taken when the juvenile is charged with a crime.
  - a. Fingerprints and photographs are completed during the booking process and held by the State of Maryland, Criminal Justice Information System. They are responsible for the storage, dissemination under state and federal law, release of information to only proper authorities, and expungement.
  - b. Digital photographs taken by officers for investigative purposes shall be downloaded into ARMS and attached to the juvenile incident report. They shall also be sent to the Records Section for secure storage with the incident paperwork.
  - c. Once attached to the ARMS incident report, the photographs will be deleted from the camera and camera SD card for privacy and security purposes.

M. Uniform Crime Reporting

1. The UMBPF is an active participant in the State and National Uniform Crime Reporting Programs (UCR).

2. Crime data is collected and monthly reports are prepared and submitted on electronic report forms, as specified by the Uniform Crime Report Manual and the Maryland State Police UCR Division, by the 7<sup>th</sup> of the month.
3. The UCR is reviewed by the Technical Services and Records Lieutenant and forwarded through the chain of command for review and approved by the Chief of Police. The reports are then e-mailed to the State Police Headquarters, Pikesville (UCR State Repository). A paper copy of the report is also submitted to the Chief of Police for signature and retention.

N. Managing Computer Systems

1. UMBPF personnel are not authorized to introduce outside computer software into workstation computer systems without the prior approval of the UMBPF IT representative. The IT representative will review the software or external data to ensure all programs are properly licensed, meet police standards, and are useful to the mission.
2. Police computers are typically equipped with hardware and software needed to effectively perform essential job functions. The minimal hardware and software requirements for connection to the local area network are provided. There is no guaranteed support for all applications, especially those that are not purchased with University funds or are considered obsolete and fall below acceptable standards.

O. Records and Computer Security

1. The security and integrity of the central records function is critical to the overall law enforcement operation. All computer access to the UMBPF central records system is managed through the use of terminal identifiers via user identification numbers and individual passwords. All transactions are logged and maintained to ensure the integrity and security of records.
2. The UMBPF IT representative maintains user identification numbers, access authorizations and other security programs in the central records computer system.
3. The UMBPF IT representative is responsible for conducting an annual audit of the central records computer system. The audit will identify and verify access violations.
4. The UMBPF IT representative is also responsible for back-up file and retention of central records material and for recording, through back-up and storage, all files in a manner that ensures security and the ability to retrieve the information.
5. Records are purged periodically and all subsequent disposed materials are handled in a manner that ensures security and confidentiality.
6. The UMBPF IT representative will erase and discard data storage media when flagged by the hardware as failing. When data storage media are destroyed, they are brought to the

Center for Information Technologies Service (CITS) to be erased, scrambled, and discarded or destroyed.

7. The UMBPF IT representative is responsible for taking reasonable and prudent precautions to prevent the introduction of viruses into computers. Potential sources of computer viruses include but are not limited to:
  - a. Media that has been used in other systems, especially those that are personally owned and maintained;
  - b. Downloaded materials from the Internet; and
  - c. E-mail messages with executable attachments, macros, and programs.
8. The UMBPF IT representative also has responsibilities that include:
  - a. Setting, modifying, and terminating individual and group computer security levels, access, permissions, and distribution access levels, and
  - b. Ensuring members comply with server back-up and on-site storage protocols.
9. All UMBPF computers are equipped with virus scanning software and all police personnel are encouraged to scan all portable media for viruses before using them. Employees who are not confident that their media is virus free shall seek the assistance of the UMBPF IT representative.

#### **Written Directive System Impact**

Upon approval and publication, this edition of WD 1.11 supersedes all previous editions.

Martinez Quteaz Davenport, Sr., MS  
Interim Chief of Police for Public Safety

Accreditation Standard (s): 11.4.2; 11.4.4; 82.1.1; 82.1.2; 82.1.4; 82.1.5; 82.2.1; 82.2.2; 82.2.3; 82.2.4; 82.3.4; 82.3.6