



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 34.3	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: August 1, 2014	NUMBER OF PAGES: 08
CFA STANDARD: 34 SUBJECT: <i>Records – RECORDS</i>	NEW (X) RESCINDS (X) AMENDS () OTHER ()	By Order Of:  Rene Landa, CHIEF OF POLICE	

CFA STANDARD: 34.07M, 34.08M, 34.11M

SECTIONS:

- 34.3.1** **Records**
- 34.3.2** **Traffic Records Section**
- 34.3.3** **Traffic Citation Maintenance**
- 34.3.4** **Operational Component Records**
- 34.3.5** **Identification Number and Criminal History**
- 34.3.6** **Recording Arrest Information**
- 34.3.7** **Warrant/Wanted Persons Procedures**

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the operation of Records; to provide procedures for records indexing and filing; to provide for traffic records and citation maintenance procedures.

SCOPE: All departmental personnel.

POLICY: It is the policy of the South Miami Police Department to meet the management, operational, and informational needs of the department and the public by maintaining an accurate and efficient records system.

DEFINITIONS:

Records Personnel: Dispatchers.

PROCEDURE:

34.3.1 **Records**

The South Miami Police Department maintains records to include:

- A. Records personnel, upon request or unless otherwise designated, will compile quarterly reports of the City of South Miami jurisdiction to determine the amount of activity, per incident type, in the City and/or in each zone area. These reports will be distributed to various divisions and supervisors for review and consideration.

34.3.2 Traffic Records System

A. Maintenance of traffic records:

1. The South Miami Police Department will maintain traffic related records to include, but not be limited to:
 - a. Traffic crash data (reports, investigations, and locations);
 - b. Traffic enforcement data (citations, arrests, and locations);
 - c. Roadway hazard reports (service requests, traffic complaints, etc.);
 - d. Traffic crash and enforcement analysis reports.

The above information will be gathered from police and traffic related reports, traffic complaints, and service requests/public works reports.

2. Traffic citation disposition records are maintained by the Clerk of Court.
3. Traffic volume data is maintained by Miami-Dade County Public Works Department (Highway Division, Traffic Engineering Section, and Florida Department of Transportation). Copies of these reports are provided to the South Miami Police Department upon request.

B. Preparation, review, and transmittal of traffic records:

1. Officers will be responsible for preparation of citations, crash reports, supplementary or other special reports designated for Records .
2. It will be the responsibility of each officer to complete all forms and reports and submit such forms and reports to his/her supervisor for review and approval.
3. The supervisor will ensure that reports contain complete and accurate information and that the reports are submitted to Records in a timely manner.
4. Records Section will forward crash reports to DHSMV, Tallahassee, FL, and traffic citations will be forwarded to the County Court Clerk's Office.

C. Preparation and dissemination of traffic crash/enforcement data:

1. The Communications Supervisor will be responsible for the preparation and dissemination of appropriate crash/enforcement summaries to support appropriate field operations, facilitate program planning, develop countermeasures and evaluate program effectiveness.

34.3.3 Traffic Citation Maintenance

- A. Records is responsible for storing, maintaining, and issuing citation books. Citation books may also be issued to officers on an as needed basis. New citation books may be issued by Records personnel from their storage cabinet in the Records file area in Communications. Any additional boxes of citation booklets will be stored in the storage closet 113 which will be kept locked and accessed only by supervisors through the KEYTRAK security system. [CFA34.08M(c)]

Officer utilizing computerized citations will receive their citation numbers from the Communications Supervisor who will receive these numbers from the State. A record of these numbers and to which officer they were issued will be kept in Records. The individual officer will utilize those numbers and submit hard copies to records for proper transmittal to the courts as they would any regular citation. The process for accounting for lost, stolen, and voided citations will be the same as regular citations.

1. Officers will individually sign for each citation book. When an officer is issued a new citation book, a receipt card will be completed identifying the ticket book and the officer receiving the citations. [CFA34.08M(a)]
2. When receiving citation books, officers will ensure that all copies of the citations are in the book before signing for them. [CFA34.08M(b)]
3. 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 their supervisor and Records personnel. Damaged and destroyed citation books will be reported to their supervisor via memorandum detailing the circumstances of the loss, damage, or destruction. The memorandum will contain the numbers of all effected citations and will be filed for auditing purposes. [CFA34.08M(d)]
4. The officer's citation receipt card will be filed in Records. To comply with Florida State Statutes and required accounting procedures, Records personnel are responsible for maintaining proper records and inventories of traffic citations.
5. All copies of voided or spoiled citations (with the exception of the pink copy, which is retained by the officer. for reference) will be forwarded to

Records for processing and then sent to the County Court Clerk's Office.
[CFA34.08M(e)]

6. A yearly audit will be conducted by the Communication supervisor to ensure that citations are being kept securely, that they are being issued according to this policy, and whether any changes may be needed for improvement. [CFA34.08M(f)]
- B. Officers are not required to maintain the individual accountability record on the citation book cover. If the officer chooses, it may be maintained for the officer's personal information and the pink copy retained for their records.
- C. If an error is made while writing a citation, or if citations have become damaged due to rain, separation, etc., they may be voided by the officer. Citations may be voided for the following reasons: citation was damaged, wrong information entered, violator gave false information, or other similar circumstances.
- D. Lost or stolen citations: In the event a citation or citation book is lost or stolen, the officer to whom it was issued will immediately notify his/her immediate supervisor. [CFA34.08M(d)]
1. The officer's supervisor will notify the Communications supervisor, via chain of command, who will then forward the information to Records so that they may adjust their records accordingly.
 2. The information will be forwarded to the DHSMV, Tallahassee, and to the Office of the Clerk of Court.
- E. Routing of traffic citations: FSS 316.650 requires filing traffic citations within five (5) days of issue date. Citations may be dismissed in court because they were filed more than five (5) days after issuance.
1. Records personnel will fill out the "Florida Uniform Traffic Citation Transmittal Form" with the appropriate citation numbers and issue dates listed.
 2. The transmittal form will be sent to the Miami-Dade Clerk of the Court, Traffic Intake Section, for proper filing and processing. The Clerk of the Court maintains the disposition of all traffic citations.
 3. A copy of the transmittal form will be retained in Records, according to the appropriate records retention schedule.
- G. Processing and Accountability for Parking Tickets: Records is responsible for issuing parking ticket books.

1. Officers issued new ticket books will individually sign for each book.
2. Each officer is accountable for the tickets for which he/she signs.
3. Any officer needing to cancel or void a parking ticket for any reason must fill out a "Request for Cancellation or Dismissal" form. The issuing officer will fill in the date, complaint number, and "reasons for request," and sign under the information.
4. Parking tickets must be transmitted to the Miami-Dade County Parking Violations by Records personnel within ten (10) days of issuance.

34.3.4 Operational Component Records

- A. Records will be the central repository for original copies of all offense and incident reports, arrest reports, other field reports, and other official records.
- B. Other reports and records, both official and unofficial, maintained by the various sections within the police department include, but are not limited to, the following:
 1. Professional Compliance Division: Secured files regarding the department's Internal Affairs, Personnel records, sick time and vacation records, correspondence files, training records, and related administrative files;
 2. CID: Intelligence files, internal investigation files, copies of active case files, and informant files. Once a case file is completed by the investigator it will be forwarded to Records;
 3. Uniform Patrol Division: Patrol work schedules, inspection forms.
 4. Chief's Office: budget records.
- C. The CID, UPD and Chief's Office within the Department will adhere to Records Retention Schedule as outlined by G.O. 34.1.2 and applicable Florida State Statutes.

34.3.5 Identification Number and Criminal History

- A. The Miami-Dade Police Department (MDPD) Records Section maintains a criminal history file on persons arrested in Miami-Dade County (except those who receive a promise to appear by municipalities). These records are available to

criminal justice agencies 24 hours a day and via FCIC/NCIC systems. The MDPD criminal history files include:

1. Fingerprint classifications;
2. Criminal history transcripts (state and federal);
3. Photographs;
4. Arrest affidavits;
5. Miscellaneous court orders.

- B. Persons placed under custodial arrest in Miami-Dade County are assigned a County Identification Number (CIN) by MDPD Records Section. This number is based on the fingerprint classification of the person arrested. Each person who has been arrested will have only one CIN, although the person may have been arrested on a number of different occasions.

34.3.6 Recording Arrest Information

- A. Written reports are prepared on all persons, including juveniles, arrested by a South Miami Police Department police officer. These reports will include, but are not limited to, an Offense Report and a County Complaint/Arrest Affidavit. These forms will be completed for all persons physically arrested for a misdemeanor and/or felony offense. The Offense Report is not necessary if the arrest is only for a traffic offense (i.e. HTO, NVDL, DWLS, D.U.I., etc.) or an outstanding warrant with no additional charges.

The following procedures will be followed on all arrestees that are taken to a County Correctional facility for detention:

1. The officer performing the arrest will provide the corrections officer with the original Arrest Affidavit (and criminal traffic citation if applicable);
 2. The corrections officer will complete the booking report, photograph, and fingerprint the arrestee;
 3. The corrections facility will forward the information to the Miami-Dade County Central Records Section for processing and updating a pre-existing arrestee file (if any), and to the SAO/County Court for case screening.
- B. When officers are arresting individuals on misdemeanor offenses and have determined that they are going to permit the defendant to sign a promise to appear in lieu of a physical arrest, the right thumbprint of the defendant is to be placed on the white (original), pink (SAO), and yellow (central records) copies of the arrest affidavit. The arresting officer press the defendant's right thumbprint in the lower right-hand corner on the front of the arrest affidavit, next to the area where the defendant places their signature (the print should not be placed over preprinted portions of the arrest affidavit).

- C. Photographs may be taken of any individual who is arrested by this Department for investigative purposes. Photographs must be taken of any arrestee who is injured during the arrest, injured as a result of the criminal offense, or for control of persons/use of force documentation. Such photographs will be attached to a copy of the arrest affidavit and forwarded to Records and immediate supervisor (in use of force incidents) for processing.

34.3.7 Warrants/Wanted Persons Procedures

- A. All arrest warrants issued in Miami-Dade County, including those for the South Miami Police Department, are entered into and canceled from the local, FCIC, and NCIC computer systems by the Miami-Dade Police Department Warrants Section. Warrants issued from other counties and states are maintained and processed in the Miami-Dade Police Department Warrants Section as well. [CFA34.07M(a)]

- B. When a computer check of a subject during an official law enforcement investigation reveals outstanding warrants, South Miami Police officers may arrest on information that an active arrest warrant or capias is held by another jurisdiction or from the City of South Miami jurisdiction. [CFA34.07M(b)] In order to receive such information, the South Miami Police Communications Center has terminals and 24 hours a day access to the above three computer systems for warrant and other law enforcement information. [CFA34.07M(f)]

It is the responsibility of the Officer to verify a warrant (other than a Bench Warrant) via MDPD Warrants Section, as soon as practicable.

- C. Whenever an officer makes an arrest pursuant to an arrest warrant, the officer will complete a Complaint/Arrest Affidavit. A copy of the Complaint/Arrest Affidavit will be filed in Records. [CFA34.07M(c)]

- D. If the subject is in custody, the Officer will confirm the warrant (unless it is a bench warrant) with the Miami-Dade Police Department (MDPD) Warrants Section. The subject will not be transported prior to confirmation unless he/she agrees to go voluntarily or other charges are being brought by the arresting officer against the subject. If the subject is not in custody and verification of an outstanding warrant is required for investigative purposes, Communications personnel will directly contact the originating agency. [CFA34.07M(d)]

- 1. A Control Number must be issued by the MDPD Warrants Section before the subject is accepted by a Miami-Dade County Corrections facility. This number will be entered on the top of the Complaint/Arrest Affidavit.

2. Fugitive warrants must be confirmed at the MDPD Warrants Section with the subject in person, not by telephone. The arrest affidavit and fugitive warrant number will be given at that location.
 3. If the officer requires confirmation of the subject's identity, the officer will take the subject to the MDPD Identification Section.
- E. All arrest warrants issued in Miami-Dade County, including those for the South Miami Police Department, are canceled from the local, FCIC, and NCIC computer systems by the Miami-Dade Police Department Warrants Section, upon arrest of the subject or notification of the appropriate authority by SMPD Communications personnel. [CFA34.07M(e)]
- F. The Miami-Dade Police Department Warrants Section may also be contacted 24 hours a day via telephone or teletype.