
	<b>SALISBURY POLICE DEPARTMENT</b>
	<b>Written Directive:</b> Central Records
	<b>Publication Date:</b> March 06, 2025
	 <hr/> Approved: David Meienschein Chief of Police
<b>Related CALEA Standards:</b> 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6	<b>Central Records</b> Section #106

## Central Records

### 1. **Purpose:**

The purpose of this policy is to establish procedures for the maintenance, integrity, and confidentiality of all documentation generated by the Salisbury Police Department.

### 2. **Policy:**

It is the policy of the Salisbury Police Department to function in accordance with the State of Maryland public record laws to safeguard the criminal investigation activities of the department and to protect individual privacy on a 24 hour-a-day, 7 days per week basis.

### 3. **Definitions:**

- A. Criminal Justice Agency means a court or any other governmental agency or subunit which as its principal function performs the administration of criminal justice and any other agency or subunit of which performs criminal justice activities.
- B. 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 Records Information means records and data collected by criminal justice agencies on adult and individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information, or other formal charges, and any disposition arising therefrom. The term shall not include juvenile record

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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information, criminal justice intelligence information, criminal justice investigative information, or correctional status information.

- D. Conviction Data means information in the custody of any criminal justice agency relating to a judgment of conviction, and the consequences arising there from, in any court.
- E. Dissemination means any transfer of information, whether orally, in writing, or by electronic means. The term does not include access to the information by officers or employees of a criminal justice agency maintaining the information who have both a need and right to the information.
- F. Expunge means removal of specific criminal history information, as defined by a court order from public inspection or access.
- G. Public Service Company shall include gas, pipeline, electric light, heat, power and water supply companies, sewer companies, telephone companies, telegraph companies, and all persons authorized to transport passengers or property as a common carrier and shall exclude all municipal corporations, other political subdivisions, and public institutions owned or controlled by the State.
- H. Purge means removal by a court order from public inspection or access.
- I. Seal means to physically secure to prevent inspection, except where specified by court order.
- J. Criminal History Record Information Area means any area in which criminal history record information is collected, stored, processed, or disseminated.

**4. Privacy and Security Precautions of Juvenile and Adult Records:**

- A. The state of Maryland and the Department of Criminal Justice Information Services has 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 record information is collected, processed and stored. The Salisbury Police Department will, at all times, comply with these laws, rules, and regulations. It is imperative that all personnel, especially those assigned to the Record's Component, understand and comply with these codes, rules, and regulations.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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**B. Responsibilities:**

- a) Persons authorized to release criminal history record information (records clerks, CID records clerk, squad commanders and PCO's) shall be responsible for completing a criminal history information form whenever any such information is disseminated to any person.
- b) Supervisors shall ensure that security measures are followed to provide maximum security of criminal history record information. Unauthorized persons will not be allowed to enter areas where such information is stored, collected, or processed.
- c) The Administrative Commander shall ensure that:
  - i. Criminal History Record inquiries are processed in accordance with state laws and rules and regulations; and
  - ii. Dissemination record file is maintained and updated.
- d) Juvenile arrest records are separated from adult criminal records. Juvenile and adult records shall be collected, disseminated, retained, and disposed of in accordance with state law.
- e) Fingerprints and photographs may be taken of a juvenile regardless of age in those cases where an adult would have been fingerprinted and photographed.
- f) Confidential information received from a juvenile shall be given personally to CID commander. The CID commander shall be responsible for a separate and secure location for the confidential information, and for the control and use of such information.
- g) Juvenile records after reaching adult age will be electronically scanned into a secure, limited access records drive within the SPD computer network where only records personnel have access. The physical juvenile arrest record will be destroyed after the appropriate scanning is complete.
- h) When ordered by the court, the juvenile record is expunged and certification of the expungement is forwarded to the court. The certification copy is placed in the juvenile record, sealed and placed in the expungement section of central records.

**C. Security:**

- a) Physical access to the department's records section shall be limited to records clerks and their respective supervisors. During normal business hours and after-hours, electronic access to the department's records section shall be limited to department personnel who have been supplied with unique log in credentials to the RMS/CAD system software.
- b) Whenever the records section is left unattended, the door shall be locked, regardless of the brevity of the unattended period.
- c) The Salisbury Police Department maintains paper and electronic copies of documents. The paper documents are secured inside the records division and

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accessible only to records department personnel. The records division as well as the records vault inside the records division has limited keyed access by only records department personnel. Electronic records are maintained by a unique login, into the RMS/CAD system. The RMS/CAD software is only installed on departmental laptops, desktops and mobile data terminals installed in the police vehicles. All of which require authentication (username and password) and require the user to be logged into the police departments network. The RMS/CAD server is encrypted and secured in the locked server room, which has limited access.

- d) In the event a METERS terminal (with Criminal History Record Information (CHRI) inquiry capability) has to be left unattended, a message must be sent to State Police Headquarters requesting that the terminal be rendered inoperative for that period of time. All information stored on electronic storage devices which are owned by the Salisbury Police Department is to be considered confidential. Information stored on these devices is the property of the Salisbury Police Department and will only be released in accordance to the department policy. All data may be accessed or inspected by the chief of police or his designee.
- e) All devices and terminals which are not owned by the Salisbury Police Department, yet are attached or interfaced with SPD's equipment will follow this security policy:
  - i. All data is assumed confidential and information received from computer files which are owned, controlled or managed by SPD will not be released to anyone who is outside the scope of the department policy of receiving this information.
  - ii. No one will use or attempt to use the user ID and password of another person. This is a violation of Maryland State Law.
  - iii. No one will intentionally and/or willfully access (or attempt to) information which they are not allowed to access.
  - iv. No one may intentionally, willfully, or without authorization identify or attempt to identify any valid access code or distribute any valid access to anyone except for individuals who are assigned this code.
  - v. Anyone that is not employed by the Salisbury Police Department will not operate any of the computers, devices, terminals, etc., as listed above. Exceptions to this rule will be individuals authorized by this department to operate the above listed equipment and agrees to adhere to this policy. Authorization to non SPD employees can only be granted by the chief of police or his/her designee. It is the responsibility of anyone who has signed this policy to report violations.
  - vi. No one will willfully and/or intentionally allow someone who is not authorized, access to any hardware or software which falls under this

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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policy. No one will remove data from the Salisbury Police Department, unless authorized by departmental policy or with permission of the chief of police.

**D. Retention of Arrest Information:**

- a) Adult arrest records are retained on a permanent basis or until confirmation of the death of the arrestee, unless otherwise ordered by the court.
- b) Juvenile arrest records are retained and disposed of in accordance with state law.

**E. Accessibility:**

- a) The records function of the Salisbury Police Department, under the supervision of the administrative commander, serves as the agency's central records repository. Centralization of records within the department reduces duplication of work and increases efficiency. Record clerks will normally handle all requests directed to the records section.
- b) Central records information is accessible by either physical or electronic availability to operations personnel at all times.
- c) Squad commanders and communications personnel are authorized to access files and records electronically during hours when the records section is closed.
- d) Squad commanders shall have emergency access capability of the records section which houses the IT server room in case of an activated overheating alarm. In the event the server room overheats, built in notification software allows IT personnel and the communications center to be notified immediately. During normal business hours IT personnel will handle the situation. In the event of an after-hours server room over heating issue, IT personnel and the communications center will be automatically notified utilizing software built into the server room. IT personnel will contact the squad commander, who will be notified of the situation.
- e) Limited and controlled keyed access to the server room will be granted to squad commanders. The server room key will be controlled utilizing the electronic "Key Tracer" system which is housed in the squad room. The "Key Tracer" system shall be audited periodically at the direction of the administrative commander.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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**5. Records Retention Schedule:**

- A. The Salisbury Police Department utilizes the following preprinted report formats and documentation. The following retention periods for field operation reporting and general day to day operations of the police department shall be followed. Reports and documents will be destroyed at the end of the retention period. Our records retention schedule is governed and approved by Maryland State Archives department with governing power granted through COMAR 14.18.02 and the State Government Article Title 10-633, and the Annotated Code of Maryland.
- B. Administrative Division Records:
- a) Internal Investigation Relating to Officers. Case file, handwritten notes, includes any digital media, etc. Retain for 3 years or until the statute expires, whichever occurs sooner, then transfer to State Archives.
  - b) Property Inventory. Property/Evidence Forms, correspondence, Certified mail receipts, excluding homicides and sexual assaults, which are covered by the Criminal Investigation Division Records (C) Item 6. Retain for 10 years and then screen annually and destroy material that no longer has any further legal, administrative, fiscal or operation value excluding records related to homicide, sexual assault or rape cases. Upon receipt of expungement order, destroy.
  - c) Vehicles for Public Auction. MVA registrations, certified mail receipt title hearing notice, notice of impoundment right to reclaim vehicle. Retain for 3 years or until the statute expires, whichever occurs sooner, then transfer to State Archives.
  - d) Grants-Federal/State/County. Proposal, budget, awards, dollar amount; quarterly reports/activity/financial, productivity sheets, correspondence, work activity sheet, purchase orders, progress Financial status reports. Retain for life of grant plus 3 years, and then destroy.
  - e) Vendor Records, invoices, purchase orders, copies of stubs, Correspondence, statement of accounts, budget change request. Retain for 2 years and until warranty expires, then destroy.
  - f) Travel Expense. – travel expense reports, travel requests, copies of check stubs. Retain 2 years and then destroy.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- g) Tow Company Payment Authorization, license and renewal payments, correspondence, for towed vehicle holds only. Retain 2 years and then destroy.
- h) Departmental Policies, chief memorandums, personnel orders, special orders and training bulletins. Screen annually and destroy material having no further legal, administrative, fiscal, or operational value. Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the agency and transfer every 3 years to the Maryland State Archives.
- i) Expungement Orders, final disposition report, etc. Retain 3 years and until all audit requirements fulfilled, then destroy
- j) Petitions to Expunge. Retain 3 years and then destroy.
- k) Uniform Crime Reports, consisting of Maryland State Police Reports, lists of crime statistics by type of crime. Retain 3 years and until all audit requirements fulfilled, then destroy.
- l) Arrest (Adult) reports: Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, Federal Bureau of Investigation Report, etc. Retain until individual is deceased or until order of expungement, whichever is sooner, and then destroy.
- m) Arrest (Juvenile) reports: Incident report, name, address, place of arrest, date of arrest, arresting officers, reasons for arrest, photos, arrest report, Federal Bureau of Investigation Report, etc. Retain for 5 years after the juvenile has turned 21 years of age. The arrest report and juvenile charges page will be scanned and kept on the records drive until the arrestee turns 26. The offense report, property records, etc will remain in the computer network and the juvenile's name and identifiers will be removed upon the arrestees 18<sup>th</sup> birthday. Records can be destroyed on the persons 26<sup>th</sup> birthday.
- n) Interdepartmental emails, correspondences and electronic communications. Retain 120 days and then destroy.
- o) Salisbury Police Department application for leave slips, SPD-027. Retain two years and destroy.
- p) Secondary employment documents. Retain one year and then destroy.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- q) Ride along applications and corresponding paperwork. Retain 5 years and then destroy.
  - r) Maryland motor vehicle Uniform Complaint Citation. Retain for 5 years and then destroy.
  - s) Crime News Letters (Analytical Data). Retain for 3 years, then transfer to State Archives.
  - t) Officer Issued Equipment. Listing of all equipment issued to officers, shows type of equipment, issue date, amount and date returned. Retain until superseded or updated, then destroy.
  - u) Criminal History Logs. Retain 3 years and destroy.
  - v) Protective Orders (Active/Expired). Retain 1 year from date of issuance and destroy.
  - w) Validation of records, Maryland State Police Warrant Check off. Retain until entry is removed from the National Information Center, then destroy.
  - x) File 5 (Hit Confirmations). Retain 1 year and destroy.
  - y) File 14 (Administrative Messages). Retain 1 year and destroy.
- C. Operations Divisions Records:
- a) Maryland Motor Vehicle Crash Reports or (ACRS-Automated Crash Reporting System). Non-fatal accidents: Retain for 10 years and then destroy. Fatal accidents: Retain for 10 years, and then transfer to the Maryland State Archives
  - b) 10 years, and then transfer to the Maryland State Archives. Retain until employment is terminated, and then destroy
  - c) City/State Ticket Book/Issue Log. Shows ticket series date, name of officer, City and State log. Retain 1 year, and then destroy.
  - d) Activity sheets, call for service logs, sector assignment; special assignments and roll call training materials. Retain 1 year, and then destroy



**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- e) Arrest reports, vehicle impound and inventory records, custody arrest reports, supplement report, fingerprints, pictures, and log records arrest report, detention cell logs. Property/evidence, drug lab forms, District Court records and application for statement of charges, arrest warrant. Retain until individual is deceased or until an order of expungement has been received, whichever is sooner, then destroy.
  - f) Maryland Safety Equipment Repair Order Warning, motor vehicle warnings. Retain 1 year and then destroy
  - g) Uniform Municipal Infractions/Civil Citations, copy of ticket. Retain until individual is deceased or until an order of expungement has been received, whichever is sooner, then destroy.
  - h) Offense reports, supplements and case files with dispositions, excluding homicides and sexual assaults, which are covered by the Criminal Investigation Division Records (C) Item 6. Retain 10 years and destroy.
  - i) In-Car audio/video recordings. Retain 120 days and then destroy.
  - j) Body worn camera audio/video/still image recordings. Retain 120 days and then destroy.
- D. Criminal Investigation Division Records:
- a) Subject Records. -Correspondence, Criminal Investigation Division computers, City Departments, mounted patrol, personnel training, policies, patrol liquor board reports, payroll, seized property files, mutual aid agreements, general orders, etc. Screen annually and destroy material that no longer is needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has any continuing administrative, legal, fiscal or historical value.
  - b) Case records, case files maintained by each detective. Notes, complaint forms, supplement form, witness reports, 911 recordings, victim statements, property evidence report, excluding homicides and sexual assaults, which are covered by Criminal Investigation Division Records (C) Item 6. Retain for 10 years and then screen annually and destroy material that no longer has any further legal, administrative, fiscal or operational value.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- c) Press Releases. Retain for 5 years and then transfer to the Maryland State Archives.
  - d) Files/records associated with criminal intelligence. Non-permanent: Retain 5 years, then screen annually and destroy records with no further administrative, fiscal, or legal value.
  - e) Criminal Informant Files and records associated with the files. Retain for 99 years and then transfer to the Maryland State Archives.
  - f) Complete homicide, rape and sexual assault investigation files and related evidence and any digital media. Retain for 99 years and then transfer to the Maryland State Archives.
- E. Training and Recruitment Division Records:
- a) Training records, full-time employees, correspondence, training test scores, and certifications, application for courses, field training evaluation program, and instructor certification application. Retain for 10 years after separation from agency, and then destroy.
  - b) Hired Personnel Records/Background - Full-time. -Application, oath of office, personnel action forms, certificates, diplomas, training reports, personnel orders, disciplinary action, commendation, correspondence rating reports. -Background files contain pre-employment data, personal history questionnaire, credit report, polygraph, fingerprints and medical psychological fitness examination results. Retain for 10 years after separation from agency, and then destroy.
  - c) Personnel Records of applicants only, both sworn and civilian, background investigations, which may contain copies of certificates, diplomas and correspondence. Background files may also include pre-employment data, personal history questionnaire, credit report, polygraph examination report and questionnaire, computer voice stress test report and questionnaire, fingerprints, results of medical examinations, results of emotional stability and psychological fitness examinations. Retain 10 years and destroy.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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**6. Storage of Candidate Selection Materials:**

The department training officer is responsible for the department's candidate selection materials. Selection materials used by the department will be stored in a secured area when not being used. Access to the materials will be permitted only by those departmental employees who are involved in administering the selection process.

**7. Crime Reporting:**

- A. The Salisbury Police Department is an active participant in the National Incident Based Reporting System (NIBRS).
- B. Crime data is collected and reports are prepared and submitted on standard report forms as specified in the NIBRS manual.
- C. Final reports are mailed to State Police Headquarters, Pikesville (UCR state repository) and must be received in Pikesville by the 7th of each month.

**8. Status Report System:**

- A. The original of all reports along with follow-up reports under the original complaint number will be maintained in the Salisbury Police Department Records section.
- B. Once a report has been assigned to an officer for follow-up investigation, all additional information will be documented on supplement report(s).

**9. Procedures for Maintaining Security of Central Records Computer Systems:**

- A. It is the duty of the personnel of the city's IT department to ensure that backups of the department's central records computer files are done daily. The daily backups are stored on external hard drives located in the server room as well as on off-site storage arrays. All de-commissioned hard drives will be degaussed utilizing the department's hard drive degaussing machine and then disposed of in accordance with this policy. All hard drives that have been removed from devices which were utilized to access NCIC / CJIS information will be entered into a log. This log will be maintained by the Salisbury Police Department IT personnel, and will consist of the following information:
  - a) Device ID number,
  - b) Hard drive serial number,
  - c) Date removed,
  - d) Date degaussed, and

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- e) Name and ID number of the individual performing the degaussing.
- B. Retention of backup records will comply with departmental policy and the approved records retention schedule. Stand-alone computers (work stations) backups shall be the responsibility of the user.
- C. Authorized employees are issued a user name (access code) and a password to access the department's computer network.
- D. Annually, an audit of the central records computer system shall be made to verify all passwords and access codes. The audit will also determine any access violations, breach of security and/or criminal violations. If any violations are detected, measures will immediately be made to maintain the integrity of the system.

**10. Security Protocol for Access and Release of Criminal History Records:**

- A. Employees authorized for access and release of criminal history records are NCIC certified by the State of Maryland based upon the successful completion of training by the Maryland State Police. An employee's level of certification (security) is based upon his/her position and area of responsibility. The training received is tailored to meet the employee's level of security. For example, a patrol officer of the department is authorized to access only the following information through an NCIC inquiry: wanted subjects, stolen motor vehicles and motor vehicle license and registration verification.
- B. Employees authorized to release criminal history checks do so in conformance with applicable state and federal law(s). Records disseminated are documented by log entry which is maintained in the communications center and the criminal investigation division.
- C. Violations are monitored by the State of Maryland and an audit of the department's record system is made by the State of Maryland as well as the Federal Bureau of Investigation (NCIC) on an annual basis.

**11. Field Reporting System:**

- A. Complaint/Service:
  - a) Normally a complaint/service/blotter entry will be made all cases and becomes the first, and in some cases, only record of police action taken.
  - b) Requirements for entries are:

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- i. Date and time of initial report of incident/activity;
- ii. Name/address/phone number of citizen requesting service, victim or complainant;
- iii. Nature of incident; and
- iv. Nature, date, and time of action taken by officer.

**B. Report Preparation:**

- a) Reports will be computer generated.

**C. Offense Report:**

- a) The offense report has been designed to accomplish the following:
  - i. To provide a means whereby officers can conduct and record a preliminary investigation of a criminal offense;
  - ii. To provide complete and accurate information for follow-up investigation and prosecution;
  - iii. To provide the officer and commanders with certain decision-making information which will measure follow-up investigative needs;
  - iv. To improve control of the report flow process within the department thereby improving report access and statistical recording while reducing the need to type or reproduce offense reports; and
  - v. To aid the administrative commander in the collection of data relating to crime types, patterns, suspect information, etc.
- b) The offense report may be scrutinized by police administrative personnel, attorneys, judges, and may be used in court as evidence. The following characteristics should be developed:
  - i. Take pride in writing good reports;
  - ii. Survey the facts before you begin writing. Be a stickler for accuracy and details; and
  - iii. Guard against the following common errors in report writing:
    - 1) Incorrect spelling;
    - 2) Bad grammar and punctuation;
    - 3) Mistakes in addresses and telephone numbers;
    - 4) Failure to fully identify witnesses;
    - 5) Exaggerated value of property;
    - 6) Incorrect offense classification; and
    - 7) Incompleteness.
- c) Upon completion of the report it will be submitted to a supervisor for review. The supervisor will review and approve the report and forward the report to CID for investigation.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- d) Officers will receive field training in the procedures to be followed for completing this report.
- D. Supplemental Report:
- a) The supplemental report has been designed to accomplish the following:
    - i. To provide a means of adding investigative information to a preliminary report;
    - ii. To provide a means of recording follow-up investigative data in an on-going investigation; and
    - iii. To record data concerning an offense incident not releasable to the news media.
    - iv. Upon completion of the report, the report will be submitted to a supervisor for review and approval. The report will then be directed to the appropriate investigating officer.
    - v. Procedures to be followed for completing this type of report will be trained during the field training program.
- E. Traffic Accident Report (ACRS-Automated Crash Reporting System):
- a) The Salisbury Police Department is mandated to use the Maryland Statewide Accident Classification System, the ACRS Report. Coding of the ACRS Report is standardized as well as mandated by the Maryland Motor Vehicle Administration. Detailed instructions for preparation of the ACRS Report are contained in the ACRS Manual, which is available to each squad through the Delta Plus software. Copies of completed ACRS reports are forwarded electronically to the Maryland State Police by way of the Delta System Software.
  - b) Every police officer who investigates an accident meeting the criteria set forth in departmental policy is to use the Maryland State ACRS Report.
  - c) Information required in this report as well as detailed procedures that shall be followed to complete this report can be located in the "Instruction and Reference" manual specifically for the ACRS report (Maryland Automated Crash Reporting System).
  - d) Procedures for Submitting, processing and supervisory review:
    - i. Once the ACRS report is completed by the officer, the report will then be electronically submitted to a supervisor for review of accuracy and completeness. The supervisor will sign the report indicating his/her approval and the report will be electronically submitted to the Maryland State Police by way of the Delta System.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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F. Arrest Report:

- a) Procedures for Submitting, processing and supervisory review:
  - i. Once an arrest report has been completed, the report will be submitted to a supervisor for review. Upon review the supervisor will sign the report and submit the report to CID for review.
  - ii. Procedures to be followed for completing this type of report will be trained during the field training program.
  - iii. This report will be completed for any, on view arrests, arrest warrants, bench warrants and motor vehicle arrests.

G. Missing Person Report (Adult/Juvenile):

- a) The State of Maryland missing person's report form will be used for the reporting of adult and juvenile missing persons. Adult missing person investigations will be conducted in the same manner as juvenile missing person investigations, excluding the requirements specifically applicable to juveniles;
- b) Upon completing a missing person report, the reporting officer will also complete an offense report, which will accompany the missing person report.
- c) Once a missing person report has been completed, the report will be submitted to a supervisor for review. Upon review the supervisor will sign the report and submit the report to CID for review and follow up.
- d) Procedures to be followed for completing this type of report will be trained during the field training program.

H. Property Report-Electronic (Safe Evidence Management)

- a) Procedures for Submitting, processing and supervisory review:
  - i. Once the Safe Evidence Management data entry has been made, the report will then be reviewed by a supervisor. The supervisor will review for accuracy and completion and electronically sign the report. The submitting officer will electronically submit the report.
  - ii. Procedures to be followed for completing this type of report will be trained during the field training program.
  - iii. This report will be completed when an officer takes possession of any piece of property or evidence that will be released to an owner or the Salisbury Police Department.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- I. Arrest Case Files:
  - a) Case file distribution is electronically captured in the department's electronic RMS system and accounts for case files released for court and turned back in after court.
  - b) The records clerk will file the case file folder in numerical sequence according to open/close status indicated on "case file records". Periodically the records clerk will go to the state's attorney's office and obtain the disposition.
  - c) After the first of January annually, the Criminal Case Folders closed prior to the year just completed, are removed from the file cabinets and placed into storage areas. Case file folders are filed by incident number.
  
- J. Salisbury Police Department Forms:
  - a) Refer to Salisbury Police Department form manual maintained on the Salisbury Police Department internal computer network.
  
- K. Supervisory Reviews
  - a) The squad supervisor on duty will be directly responsible for ensuring that specific procedures are being followed and;
  - b) Ensure that there is a case report or a blotter entry for each complainant number;
  - c) Check all case reports for accuracy, completeness and content;
  - d) Take necessary action to ensure inaccurate or incomplete reports are corrected in a timely manner;
  - e) Ensure that all crimes reported contain the necessary elements specified by the Annotated Code of Maryland; and
  - f) If cases qualify for immediate follow-up (by patrol or Criminal Investigation Division personnel) ensure that they are forwarded to the CID Commander or the oncoming supervisor.

**12. Incident Reporting System:**

- A. Written police records, on appropriate forms and/or computer entries requires all of the following:
  - a) Citizen complaints;
  - b) Citizen reports of crime;
  - c) Follow-up investigations;
  - d) Incidents involving arrests, citations, or summons;
  - e) All situations where an officer is dispatched or assigned (blotter report)
  - f) All situations where an officer is assigned to take action at a later time; and
  - g) Criminal and noncriminal cases initiated by officers.



**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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**13. Case Numbering System:**

- A. All offense/incident reports initiated by the department will be assigned a complaint number by requesting the next available number from communications.
- B. The report numbering system utilized by the Salisbury Police Department ensures that no two cases will be assigned identical numbers.

**14. Distribution of Reports and Records:**

- A. Case Reports are vital documents to the citizens as well as the Police Department. The documents describe the occurrences, permit assignments for investigation and serve a variety of other purposes. The flow of the case reports to their proper destinations should be smooth and properly handled. Distribution of all reports is a command responsibility.
- B. It shall be the policy of the Salisbury Police Department that whenever a person is charged by a member of this department a case file folder will be completed.
- C. Completed case reports and supplement reports will be submitted to the reporting officer's immediate supervisor for signature prior to the end of the reporting officer's tour of duty. The supervisor will then place the completed reports in the proper envelope located in the Sergeant's Office. If the officer's immediate supervisor is not available, the on-coming supervisor will perform the above function. All case and supplemental reports will be forwarded to CID for review and assignment, where appropriate, for follow-up and disposition.
- D. The CID commander/supervisor will daily determine which reports require follow-up investigation, assign them and forward to the records clerk. The records clerk will log and secure the reports as necessary.
- E. The original report will be forwarded to records for filing.
- F. If the reporting officer investigates and clears the case report, a photocopy may be made for the case file.
- G. Copies of traffic accident reports are not released to those involved by the officer, but may later be purchased by parties involved and/or insurance companies upon their request at the records component of the police department.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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H. If information from a case report is needed by an individual or an insurance company, the records clerk can verify whether a report has been filed. If the individual requests additional information, the records clerk can refer the individual to the investigating officer.

**15. Receiving Specified Crime and Incident Report Information By Telephone or Through the Mail:**

The department does not receive specified crime and incident report information by telephone. The department will, on occasion receive out of state crime reports for fraudulent activity to be investigated within the jurisdiction of the City of Salisbury.

**16. Index Files, Service Calls and Property Files:**

- A. The department maintains an alphabetical name index in its computer system.
- B. The records component maintains a master name index that serves as a cross reference to reports in which a person has been named.
- C. Names listed in the master name index file include victims, complainants, suspects, witnesses, arrested persons; persons issued traffic citations, and Field Interview Reports, etc.
- D. A master name index file is maintained on persons involved in a traffic accident.
- E. The departmental computer system maintains records to include, but not limited to the following:
  - a) Service calls and crimes by type;
  - b) Service calls and crimes by location; and
  - c) Stolen, found, recovered and evidentiary property files.

**17. Traffic Records System:**

- A. A goal of the Salisbury Police Department traffic information system is to reduce the number of motor vehicle accidents in the City of Salisbury by having valid accident and enforcement data which is made available regularly to provide the operations commander, public works department and other highway safety related groups with useful, adequate and timely information on which to base accident prevention efforts and preventive programs. The traffic records analysis system shall contain

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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information on all accidents and traffic enforcement measures taken within the city. The Salisbury Police traffic records system includes the following:

- a) Traffic accident data-computerized information system and manual files of all accident reports, reflecting the results of accident investigations, locations, etc.
  - b) Traffic enforcement data-computerized information system and manual files of all Maryland Uniform Summons issued for traffic infractions/violations. Data as to dispositions can be obtained from the Clerks of the District Courts or JIS;
  - c) Roadway hazard reports - officers noting hazards or defects call these in for prompt reporting to appropriate maintenance services. Contractors, builders, etc., call the police department with information as to hazards necessary in their work; this information is relayed by dispatchers to officers and other emergency services;
  - d) Traffic safety evaluation, reports-periodic statistical and problem analyses are provided to the Chief of Police and others for use in traffic safety education news releases or meetings; and
  - e) Traffic volume data and traffic volume and distribution reports are available by contacting the Wicomico County Office of the State Highway Administration.
  - f) Traffic enforcement activity reports are prepared for the Commander Operations Division to direct and evaluate patrol activity in support of accident prevention programs.
- B. Handling of Funds by Records Personnel:
- a) Records clerks are authorized and frequently called upon to perform monetary transactions for the department.
  - b) Monetary transactions for which clerks may accept payment are limited to photo-copies of accident reports.
  - c) Records clerks will issue receipts (SPD) to persons making payments in person. Receipts may be sent by mail upon request.
  - d) Money received as payments by records clerks will be securely maintained in the records area pending deposit with the city finance department.
  - e) The records supervisor will conduct quarterly audits to ensure that total amounts resulting from payment received match deposits made with the city finance department. Once completed the audit report will be submitted to the administrative commander for review.

**18. Preparation/Processing/Maintenance of Traffic Citations:**

- A. The (Electronic Ticket) E-Ticket will be primarily used and completed for all violations of traffic laws charged by personnel of the Department. The paper form of the Maryland Uniform Complaint and Citation will be a secondary charging method

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- in case the electronic ticket software is inoperable. All sworn members are required to have at least one Maryland Uniform Complaint and Citation book with them. The Citations:
- a) Provide a uniform method of submitting information to the courts;
  - b) Provide an orderly method of collecting and compiling statistical information concerning this department's enforcement activity; and
  - c) Serves as a record for the officer concerning arrests made.
- B. The Administrative Commander shall:
- a) Ensure an adequate supply of Maryland Uniform complaint and Citation books are locked and maintained in the large file cabinet in the Sergeant's office in order to provide immediate service to field officers if the E-Ticket software goes down. The remainder of the Maryland Uniform complaint and Citation books will be stored in the Quartermasters Office.
  - b) Record on the Requisition for Supplies Form the starting and ending numbers of the citation books issued. This requisition shall then be submitted to the Division of Driver Records, State Motor Vehicle Administration. The State Motor Vehicle Administration will maintain a master file of all citation books issued to the Salisbury Police Department; and
  - c) Forward the old, unused citations and old, unused citation books to the State Motor Vehicle Administration.
- C. The Training Division shall:
- a) Ensure that sworn personnel are trained on how to use the Delta Plus Software (Electronic Ticket Software) so that E-Tickets can be used as a primary traffic charging document. Training on the use of the electronic ticket software and the Maryland Uniform Complaint and Citation book, will be conducted during entry level training as well as during field training.
- D. The Operations Commander shall:
- a) Ensure each police officer assigned to patrol duties under their command receives a Uniform Complaint and Citation Book; and
  - b) Forward old, unused citations and old, unused citation books to the Administrative Division.
- E. Officers who are properly trained on the use of the Electronic Ticket Software shall:
- a) Complete 50 stops within the Delta system prior to full usage of the software being granted;
  - b) Issue electronic tickets as a primary charging document for traffic related enforcement. The facts known to the officer shall establish sufficient probable

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- cause to believe a particular driver has committed a specific violation of the traffic laws.
- c) Complete all appropriate data entries of the electronic ticket;
  - d) Each violation will be charged accordingly on the E-Ticket;
  - e) Issue the violator with a copy of the citation as printed out.
  - f) Not issue a Maryland Uniform Complaint and Citation for a parked vehicle.
- F. Officers issued the Maryland Uniform Complaint and Citation Book by the Squad Supervisor shall:
- a) Sign the Maryland Motor Vehicle Citation Book sign out roster for each book received.
  - b) Ensure they have 25 citations and 25 envelopes;
  - c) If citations and/or envelopes are missing or out of sequence, complete an administrative memorandum and forward the memorandum and citation book to the Records Section.
  - d) Submit old, unused citations and old, unused citation books to their immediate supervisor, not loan their citation book to another officer;
  - e) Issue the Maryland Uniform Complaint and Citation ONLY as a back-up charging document to the electronic ticket. The facts known to the officer shall establish sufficient probable cause to believe a particular driver has committed a specific violation of the traffic laws. Each violation will be charged accordingly on the E-Ticket. If using the paper form of the Maryland Uniform Complaint and Citation, each violation charged against a defendant shall require the issuance of a separate citation;
  - f) Complete the reverse side of the original copy of the citation for witnesses who need to be summoned to court in traffic-related incidents and, when listing witnesses, check the "witness" block on the face of the citation;
  - g) Not issue a Maryland Uniform Complaint and Citation for a parked vehicle.
  - h) Complete all appropriate data entries on the Maryland Uniform Complaint and Citation.
  - i) Circle the predetermined fine in the appropriate box on the citation, as set forth in the Schedule of Fines issued by the District Court of Maryland;
  - j) In cases where citations are issued as a result of an accident investigation involving a personal injury, officers may issue a citation citing a payable fine if the violation is one for which a fine is provided for in the Schedule of Fines.
  - k) Check the box marked "TA" when the violation is not printed on the citation and the violation is cited in the Transportation Article.
  - l) Check the box "LO" for violations of a local ordinance or public law, and check "MR" for violations of Maryland Regulations;
  - m) Whenever the Transportation Article of the Annotated Code of Maryland and the

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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Salisbury City Code cover the same violation, the Annotated Code of Maryland will take precedence over the Salisbury City Code and officers shall cite the appropriate violation, as set forth in the Transportation Article of the Annotated Code of Maryland.

- n) If the officer loses a citation or has his/her citations stolen, they are to report this immediately to their supervisor who will, in turn, notify the Records Clerk so that the appropriate agency can be notified.
- o) Use the Schedule of Fines to enter the section, subsection, paragraph and code;
- p) Do not charge violations of the Transportation Article which are not in the Schedule of Fines.
- q) Check the appropriate box on the citation, stating the defendant must stand trial in cases where a defendant may not prepay a fine and is required to stand trial, as set forth in the Schedule of Fines;
- r) The designation MA (Must Appear), as set forth in the Schedule of Fines, indicates the offense is not one which may be prepared, but rather the violator is required to stand trial. However, the designation MA does not mean the violator must be arrested. Officers may issue a citation, except for those violations specifically requiring the immediate arrest of the violator.
- s) Prepare a new citation and void the incorrect citation if an error is made in recording the amount of fine;
- t) At no time shall an officer take any monies, checks, etc., for payment of any fine.
- u) Upon detecting any error or an unissued citation;
  - i. Retain all copies of the incorrect citation and issue a new citation, where applicable;
  - ii. Enter the void date in the violation date area, enter all officer information and sign the citation;
  - iii. Write “void” across the citation;
  - iv. Attach ALL copies of the incorrect citation and submit them to their immediate supervisor upon conclusion of their tour of duty.
- v) Upon detecting any error on an issued citation (when all copies of the citation cannot be recalled) the officer shall:
- w) On or before the date of trial notify the State's Attorney assigned to traffic court and request a Nol Pros or to amend the citation;
- x) In the event of a Nol Pros a new citation may be issued following the normal procedure.
- y) Members not issued a Maryland Uniform Complaint Citation Book or not given access to the electronic ticket software shall:
  - i. Upon witnessing a traffic violation requiring police action, request, via communications, a patrol or traffic unit be dispatched to the scene to issue

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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appropriate citation(s) to the violator(s) and a Request for Witness Summons, and assist the responding unit in completing the appropriate reports as necessary and testify as a witness when summoned; and

- ii. Upon encountering, but not witnessing a traffic situation requiring police action, request, via Communications Center, a patrol or traffic unit be dispatched to the scene and remain on the scene until the arrival of the assigned unit and render any possible assistance.

**19. Records Repository:**

- A. A central repository of records is securely maintained in the records section to include:
  - a) Case reports;
  - b) Arrest reports;
  - c) Traffic accident reports;
  - d) Adult arrest records;
  - e) Juvenile arrest records (kept separate from adults
  - f) Traffic summons (Refer to 82.3.4 reference issuance of citation forms, accountability, and storage of citations); and
  - g) Other administrative files as directed by the Chief of Police.
- B. Case files are maintained by CID and patrol officers in accordance with this policy and then submitted to records clerk following case closure.

**20. Criminal Arrest History Files/Arrest Identification Number:**

- A. A criminal arrest history file is maintained on each person arrested. The file includes that person's arrest report for each time that person is criminally charged;
- B. Every time an individual is arrested by this agency, he/she is fingerprinted within Wicomico County Central Booking utilizing the live scan machine;
- C. Photographs of arrested individuals are maintained in a computer-based imaging system located in the records area and are accessible on a 24-hour basis by squad commanders and supervisors.
- D. Normally, the disposition of case files is immediately accessible through METERS/NCIC system.

**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- E. An arrest identification number CID # will be assigned to each person arrested, whether it is an in custody arrest or if they are charged on a criminal summons. This number will be referred to as a CID #. If a person has a previous CID # that number will become his/her permanent CID #. This number will be written on the arrest report and will be the only number assigned to that person.
- F. In the event this is a first time arrest or the person has never been arrested, he/she will receive the next number that is available. Remember, this number is only assigned to that person and is not duplicated or assigned to another person for any reason.

**21. Electronic Data Storage:**

- A. The Salisbury Police Department utilizes Power DMS and Evidence.com as the only service providers for electronic data storage. Any data outside of Power DMS and Evidence.com is maintained by the Salisbury Police Departments own electronic data storage servers. The Salisbury Police Department maintains updated service contracts with both Power DMS and Evidence.com.
- B. The Salisbury Police Department also maintains its own off-site data backup storage.

**22. Maryland Public Information Requests:**

- A. General
  - a) As outlined in Maryland Code, General provisions 4-203 the Salisbury Police Department and the City of Salisbury must provide timely responses to all public information requests which have been submitted either on line through the City of Salisbury website or physically submitted to the City of Salisbury on a Maryland Public Information Request form.
  - b) All request of information is submitted to the City of Salisbury Public Information Officer physically or in an electronic form. Upon receipt of a request, the public information officer will forward the request to the respective department within the City of Salisbury (police).
  - c) Upon receipt of the request, the Salisbury Police Records Division will locate and identify the records of question.
  - d) The requested documents will then be forwarded to the City of Salisbury legal office for review and redaction prior to release.
  - e) Upon a careful review by the legal department, the documents will then be forwarded to the City of Salisbury PIO for release. The City of Salisbury PIO will then consult with the police department after the legal review is completed.



**Related CALEA Standards:** 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6, 17.5.4

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- f) Upon receipt of an application for request of information, the information shall be released promptly and not more than 30 days after receiving the application for information.
  
- B. Procedure for approval of public information requests
  - a) The request for information must be satisfied within a reasonable time period and not more than 30 days after receipt of the information request.
  - b) If the request for information will take more than 10 working days to produce the public record, the City of Salisbury PIO shall indicate that in writing or by electronic mail to the applicant within 10 working days after receipt of the public record. The explanation shall include:
    - i. Anticipated time it will take to produce the public record;
    - ii. An estimate of the range of fees (if applicable) that may be charged to comply with the request for the public record; and
    - iii. The reason for the delay.
  - c) Failure to produce the public record in accordance with this policy constitutes a denial of an application unless the above steps have been satisfied.
  
- C. Procedure for denial
  - a) A Salisbury city official who denies the application for information shall:
    - i. Within 10 working days, provide the applicant a written statement that outlines the reasons for the denial, which shall include but not limited to:
      - 1) Reason for denial with a reason why the denial is necessary; and
      - 2) An explanation as to why redacting information would not address the reasons of denial.
    - ii. A City of Salisbury employee may not ignore a public information request on the grounds that the application was intended for purposes of harassment.
  
- D. Extensions
  - a) With the consent of the applicant, the public information request may be extended for a period not to exceed 30 days.