



GREENVILLE COUNTY
SHERIFF'S OFFICE

GO - 140

GENERAL ORDERS

RECORDS

PURPOSE:

A central records function is necessary to the effective delivery of law enforcement services. In that regard, the records system must perform functions that are basic to meeting management, operational and informational needs of the Sheriff's Office. Criminal records are a rich source of information, linking suspects, methods of operation and criminal events. Management of these records must be geared toward supporting law enforcement activities. The Records Division is not simply a repository; it is an active resource in criminal investigations.

CASE INITIATION:

A single numbering series is employed for all incidents of law enforcement services by the Sheriff's Office including traffic collision investigations, criminal investigations and miscellaneous calls for law enforcement services. The system is maintained so that no numbers are omitted and none duplicated.

CASE NUMBERS – Case numbers are automatically generated by the CAD System for all calls for service prior to dispatching a call. In the event the CAD System is down, Communications personnel are responsible for implementing the call card system.

A record is made on every incident occurring in the Sheriff's jurisdiction in the following categories:

1. Citizen reports of crimes.
2. Citizen complaints.
3. Citizen requests for services when:
 - a. A deputy is dispatched.
 - b. A deputy is assigned to investigate.
 - c. A deputy is assigned to take action at a later date.
4. Criminal and non-criminal cases initiated by deputies.
5. Incidents involving arrests, citations and summonses.

CASE REPORTS - Reporting carried out under 3(a-c) above is to include the following information:

1. Date and time of initial reporting.
2. Name (if available) of the citizen requesting the service, or victim's or complainant's name.
3. Nature of the incident.
4. Nature, date and time of action taken (if any) by Sheriff's deputies.

All incident reports will be submitted in prior to the end of shift unless extenuating circumstances exist and a supervisor approves the delay.

REPORT FORMS - The Sheriff's Office provides approved report forms to be used by deputies in recording incidents. These report forms include:

1. Incident report.
2. Supplemental report.
3. Traffic Collision report.
4. Property and Evidence report.
5. Miscellaneous incident report.

Procedures for completing these forms are found in the Sheriff's Office "Report Writing Manual" located on Power DMS. Approved printed reports will have a GSO form number and computer generated reports will have the most current version number.

CASE REVIEW:

At the end of each shift, supervisors review each report to be submitted to the Records Division. This function is to ensure that deputies complete their assignments and turn in complete incident reports. After reviewing it, supervisors approve and electronically sign each report prior to submitting the original to the Records Division.

After reviewing and approving reports, operations supervisors electronically assign them to the appropriate designated division(s) and section(s) within the Sheriff's Office. All original reports are stored in the Records Division.

FOLLOW-UP INVESTIGATIONS - In reviewing reports, operations supervisors designate reports needing follow-up investigation. Uniform Patrol supervisors perform this initial screening. Reports requiring complex, long-term or cross-jurisdictional follow-up are assigned to the appropriate investigative section within the Sheriff's Office. Investigative supervisors assign each case to an investigator via the case management system. If a Uniform Patrol supervisor retains control of a case, he or she assigns it back to a Uniform Patrol deputy for follow-up, usually the deputy that wrote the initial report. In both cases, supervisors utilize the case management system to monitor the status of assigned cases.

The case management system shall contain:

1. Case number.
2. Offense date.
3. Date of assignment.
4. Date of follow-up report.
5. Case Status.

FOLLOW-UP REPORTS - The first follow-up report is to be submitted within ten (10) calendar days of assignment.

**OPERATIONAL UNIT
RECORDS:**

Records to be maintained in operational units include:

1. Warrants records are maintained in the Judicial Services Division. Warrant records are retained in accordance with governing statute.
2. Juvenile records are maintained in the Records Division. Juvenile records are expunged according to governing statute.
3. Intelligence/informant records are maintained in the Selective Enforcement Division–Vice & Narcotics Unit.

RECORDS DIVISION:

Records of criminal activity reports generated by the Sheriff's Office are maintained in a central Records Division. The Records Division performs all duties related to the proper identification, storage and retrieval of records. The Records Division is to strictly adhere to all Sheriff's Office policies in the management of Sheriff's Office records.

Functions of the central Records Division includes, but is not be limited to:

1. Review of all incoming reports to ensure accuracy and completeness. Incorrect reports are returned to the originating Deputy. Selected data from all reports are entered into the computer system for automated indexing and retrieval.
2. Storing of all Sheriff's Office incident and supplemental reports after report screening and review by Sheriff's Office supervisors. Any attachments are stored in numerical order by case number and year. Strict control is maintained over stored reports.
3. Maintenance of records on file to ensure they are properly coded and stored for retrieval. In addition, records designated for routing to other agencies, such as SLED, are accounted for and sent out on a regular, timely basis.
4. Maintaining immediate retrieval accessibility of reports on electronic imaging or microfilm.

OUTSIDE AGENCY ACCESS TO SHERIFF'S OFFICE

INCIDENT REPORTS – Agencies authorized access to Sheriff's Office criminal incident reports are designated on a Special Order directed from the Sheriff to the Records Manager. Any law enforcement officer requesting access to sensitive Sheriff's Office records are directed to a Sheriff's Office supervisor.

RECORD RETENTION - Sheriff's Office records maintained in the central Records section are retained on the following schedule:

1. *Incident reports* – Seventy-five (75) years after disposition of case, then transfer to storage back up or microfilm.
2. *Supplemental reports* – Seventy-five (75) years after disposition of case, then transfer to Archives or microfilm.
3. *Miscellaneous reports* – Ten (10) years
4. *ID Packs* – Seventy-five (75) years or until death of subject, then transfer to Archives or microfilm.
5. *Traffic collision reports* – Three (3) years.
6. *Dispatch call data* – Five (5) years.

Retention of county records is governed by South Carolina Statute §30-1-10 through §30-1-140.

Subject to the Sheriff's approval, the Records Manager is to prepare and maintain procedures that govern the following activities related to Sheriff's Office records.

1. Receiving, maintaining and transmission of funds by Records personnel.
2. Designation of persons permitted to receive fees.
3. Receipt procedures.
4. Accountability.
5. Security.
6. Audits.

All personnel designated to handle funds are to be bonded.

**RECORDS DIVISION
OPERATION:**

Only persons with a working need to enter the Records section are authorized to do so. All Records Division personnel will be subjected to a thorough background investigation before being assigned to work in law enforcement records.

Central records information is accessible to operations personnel at all times. This is accomplished by maintaining records operations 24 hours a day, 7 days a week throughout the year.

The Records Division maintains a repository of:

1. Incident reports.
2. Supplemental reports.
3. Traffic reports.
4. Miscellaneous reports.
5. ID Packs.

CROSS-REFERENCING FILES - An electronic alphabetical master name index of all persons identified in reports is maintained by in the Records Division. The index is to serve as a cross reference to all documents in which a person has been named. Names to be included are in the index are:

1. Victims.
2. Complainants.
3. Suspects.
4. Arrestees.
5. Drivers listed in traffic collision reports.

In addition to the name index, the Records Division maintains a cross-reference index by:

1. Geographic location of all reported incidents.
2. Incidents by type.
3. Stolen, found, recovered and evidentiary property cross-indexed by type and serial number.

CRIMINAL HISTORY FILES – The Records Division is to maintain a criminal history file on each person arrested. This file, known as an **Identification (ID) Pack**, is to contain local criminal arrest record and dispositions.

Photographs of persons arrested are available through the **Computerized Mug Shot File**.

All arrestees are to be checked for a prior local record. If one exists, the ID Pack is updated with the new charge, the arrestee's current address, and a current photograph. If none exists, a new ID Pack is created.

JUVENILE RECORDS - Records on juveniles are maintained physically separate from records on adults. Records personnel are responsible for screening records and reports for juvenile data before releasing documents to the general public.

INCIDENT REPORT PROCESSING - All Sheriff's Office incident and supplemental reports are to be coded with the proper South Carolina Incident Based Recording System (SCIBRS) incident codes and appropriate local codes. The Records Division is to process and electronically transmit all Sheriff's Office incidental and supplemental report data to the State Law Enforcement Division for inclusion in the National Incident Based Recording System (NIBRS).

All electronic transmissions are to occur no later than the 10th of the month for reports written in the previous month. All reports submitted into Records are to be posted into the system within twenty-four hours. This is particularly critical in dealing with recovered property, which then must be immediately removed from NCIC. The clerk responsible for taking the property off of NCIC is to generate a paper copy of the transaction and place it with the case file.

CHARGE DISPOSITIONS - Dispositions emanating from the judicial system in Greenville County for Sheriff's Office cases are to be posted into the case management system within ninety (90) days of the disposition. Dispositions include:

1. Cases dismissed at preliminary hearings;
2. Cases tried and a verdict issued; and,
3. Cases declined or dismissed by the Solicitor's Office.

**IDENTIFICATION
RECORDS:**

A **Booking Report** is prepared on all fingerprinted arrestees of the Sheriff's Office.

An identification number (**ID Pack Number**) is assigned to each Sheriff's Office arrestee. This identification number is person-oriented and assigned to one specific person. Once a person is assigned an ID number, all subsequent arrests are referenced to his or her ID number. Although a person may incur multiple arrests, only one ID number is used. Care is taken to ensure ID numbers are not duplicated or skipped.



Hobart Lewis, Sheriff