

Records Division

803.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy establishes the guidelines for the operational functions of the Syracuse Police Department Records Division. The policy addresses department file access and internal requests for case reports.

[See procedure for DEFINITIONS](#)

803.2 POLICY

Best Practice

It is the policy of the Syracuse Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

Best Practice

803.3.1 COMMANDING OFFICER OF THE RECORDS DIVISION

Best Practice MODIFIED NYSLEAP- 8.7 - 8.12 (D)

The Chief of Police shall appoint and delegate certain responsibilities to a Commanding Officer of the Records Division. The Commanding Officer of the Records Division shall be directly responsible to the Support Services Deputy Chief or the authorized designee.

The responsibilities of the Commanding Officer of the Records Division include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Division.
- (b) Scheduling and maintaining Records Division time records.
- (c) Supervising, training and evaluating Records Division staff.
- (d) Maintaining and updating a Records Division procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 1. Homicides.
 2. Cases involving department members or public officials.
 3. Any case where restricted access is prudent.

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- (h) When the Department has received an extreme risk protection order (temporary or final) (CPLR § 6342; CPLR § 6344) (see the Extreme Risk Protection Order Policy):
 1. Filing with the court a copy of receipts for prohibited items that were surrendered or seized by officers.
 2. Mailing or serving a copy of the receipt to the person from whom a prohibited item was taken, and to the owner of the item if different, when the person was not present to receive the receipt.
 3. Reporting the results of any court-ordered background investigations to the court and, with appropriate redactions, to each party.
- (i) Conducting e-JusticeNY Integrated Portal operations and for administering the Department's participation in the e-JusticeNY Integrated Portal System.
- (j) Submitting and filing the Deaths In Custody (DCJS form CJ-11A) report and the Deaths in Custody (DCJS form CJ-11) quarterly report.
 1. The State Deaths in Custody report (form CJ-11A) will be completed whenever an individual dies while in the custody of the Syracuse Police Department and the reporting criteria as set forth by the Bureau of Justice Statistics is met.
 - (a) After the form is completed, it will be submitted to the Department of Criminal Justice Services who has been designated as the State Deaths in Custody Coordinator.
 - (b) When a State Deaths in Custody report (form CJ-11A) is completed, a copy of the original report will be filed with the Department's UCR report for the corresponding month and year when the death occurred.
 2. The Deaths in Custody quarterly report (DCJS form CJ-11) will be completed and submitted to the Department of Criminal Justice Services following the instructions provided with the form.

803.3.2 RECORDS DIVISION

Best Practice **MODIFIED** NY_CALEA6.13 - 82.1.4, 82.2.3 NYSLEAP- 8.7 - 8.2, 8.7, 8.7 (A), 8.7 (C), 8.7 (D), 8.12 (C)

The responsibilities of the Records Division include, but are not limited to:

- (a) Maintaining a records management system for all calls for service, case reports, traffic accident reports and arrest records.
 1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
 2. Additionally, all calls for service should include information about the nature of the call, the date and time of the call, the names of involved persons and any action taken.
 3. A record of the arrest of any person by the Department will be maintained in CHAIRS 2, and include descriptive information such as name, date of birth, sex, address, Social Security number, agency arrest history, physical description and information pertinent to the arrest.

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- (b) Entering case report information into the records management system. Review all submitted reports for completeness.
 - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings
- (d) Maintaining records of all activities as part of the departments records keeping procedures. Such information is used for a variety of purposes both internally and externally.
- (e) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.
- (f) Participating in and maintaining compliance with federal, state and local regulations regarding the state fingerprint/criminal history records system and Uniform Crime Reporting System or the National Incident Based Reporting System; criminal history reports and auditing.
- (g) Central Records Division personnel shall routinely conduct CHAIRS 2 missing report searches to determine if initial or follow-up reports have not been submitted. If the Central Records Division personnel determine a report has not been submitted, they shall generate a missing report notice. The notice will be sent to the Commanding Officer of the member responsible for the missing report, pursuant to the Department's "Report Writing" policy.
- (h) Respond to front counter and telecommunication requests for information.
- (i) Publish the Departmental Daily Bulletin.
 - 1. The purpose of the Daily Bulletin, produced three times daily, is to disseminate information among all members of the Department. It contains the information most needed by its members, administrative matters, issue date of specific orders, special hazardous conditions, persons wanted or missing, and their descriptions and information pertaining to officer safety. Also listed is information pertaining to burglaries, cancellations of persons and vehicles wanted, and general information regarding criminal activities in the community.
 - 2. Any member of the Department, who wants to have a notice placed on the Daily Bulletin, must obtain prior approval from the Commanding Officer of the Central Records Division. The notice must pertain to police activity. Upon approval the notice will generally run for a period of three days.
- (j) The Central Records Division personnel shall be responsible for updating incident records based on information extracted from police reports.
- (k) Ensuring that use of force reports are submitted to the Division of Criminal Justice Services (DCJS) (Executive Law § 837-t; 9 NYCRR 6058.3).
- (l) Ensuring that arrest-related death reports are submitted to the DCJS (Executive Law § 837-v).
- (m) Receiving repossessed vehicle reports.

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See procedure for RECEIVING FUNDS FOR REPORT COPIES AND FINGERPRINTING

See procedure for INTERNAL REPORT REPRODUCTION AND ACCESS

See procedure for REPORT ACCESS UTILIZING CNYLEADS

See procedure for CHAIRS INDEXING AND DATA MANAGEMENT

See procedure for INCIDENT BASED UNIFORM CRIME REPORTING SYSTEM

See procedure for REPORTS OF PERSONS POSSESSING NYS PISTOL PERMITS WITH POSSIBLE REVOCATION OR SUSPENSION OF THE PERMIT

See procedure for NYS DEPARTMENT OF MOTOR VEHICLES (DMV) PHOTO SYSTEM

See procedure for LAWMAN

See procedure for VEHICLE REPOSSESSION REPORTS

803.3.3 RECORDS NOT MAINTAINED BY THE RECORDS DIVISION

Agency Content

The Central Records Division shall not be responsible for certain types of Departmental records, due to the nature of the record. The Commanding Officer of the respective component is responsible for the maintenance of such records. Such records shall include, but are not limited to:

- (a) Informant records – maintained by the Special and Criminal Investigations Divisions.
- (b) Intelligence, Organized Crime, and Vice Records – maintained by Special Investigations Division.
- (c) Individual Member and Recruit Personnel Files – maintained by the Human Resources Division.
- (d) Training Records – maintained by the Training Division.
- (e) Internal Investigation & Discipline Records – maintained by the Office of Professional Standards.
- (f) Financial Records – maintained by the Audit, Budget, and Control Division.
- (g) Inspection's Records – maintained by the Inspections Division.
- (h) Accreditation Records – maintained by the Division of Accreditation and Innovation.
- (i) Grant Records - maintained by the Audit and Budget Control Division.
- (j) Mug Shot Photographs (RICI) – photographs taken after 1999 are maintained by the Onondaga County Sheriff's Office.
- (k) Original reports completed by members of the Special Investigations and/or the Criminal Investigations Division, that are filed in the course of conducting ongoing major Investigations (e.g. Homicide, Narcotic, Organized Crime, etc.), may be maintained by the respective Division Commander on a temporary basis only. All electronic reports filed under these circumstances shall be forwarded to Central Records Division as soon practical and should be marked "Sensitive." The

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Commanding Officer of the Central Records Division shall be notified immediately when original reports are being temporarily held under such circumstances.

803.4 FILE ACCESS AND SECURITY

Best Practice **MODIFIED** NY_CALEA6.13 - 82.1.1 (a), 82.1.1 (b) NYSLEAP- 8.7 - 50.4 (C), 50.4 (D), 8.7 (B), 8.7 (D), 8.12, 8.12 (A), 8.12 (B), 8.12 (D), 8.13, 8.13 (A), 8.13 (B), 8.13 (C), 8.13 (D), 8.13 (E), 8.13 (F), 8.13 (G), 8.13 (H), 8.13 (I)

The security of files in the Records Division must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Division, accessible only by authorized members of the Records Division.

Central Records Division personnel shall ensure that no member of the Department is given access to view any record that is sealed by court order.

- (a) The Youth Enforcement Unit will seal any juvenile record that must be sealed pursuant to a court order. Upon the completion of sealing a juvenile record, the original sealing order will be forwarded to the Central Records Division for record management processing and appropriate filing.
- (b) When a case has been sealed by court order under the provisions of the Criminal Procedure Law, all Departmental Units, Sections, and individuals connected with the case shall be advised by the FOIL Officer and any copies of the case in their possession.

The Syracuse Police Department maintains and has access to an up-to-date record system for warrants that is available at all times.

The Commanding Officer of the Records Division is responsible for maintaining a record of all legal process handled by the Department. Information to be maintained for each item of legal process includes:

- Date and time received
- Type of legal process (civil or criminal)
- Nature of document
- Source of document
- Name of plaintiff, complainant, defendant or respondent
- Name of officer assigned for service
- Date of assignment
- Court docket number
- Date service due

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The Commanding Officer of the Records Division is responsible for maintaining a record on the execution or attempted service of legal process documents to include, at a minimum, the following:

- Date and time executed/attempted
- Name(s) of personnel executing/attempting service
- Name of person on whom legal process was served/attempted
- Method of service/reason for non-service
- Address of service/attempt

The Records Division will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

The Central Records Division shall store original handwritten reports involving juveniles. The Youth Enforcement Unit shall be responsible for the management of juvenile records in conjunction with the Central Records Division.

- (a) The maintenance of juvenile records shall, at all times, remain separate from those of adults.
- (b) All inquiries involving juvenile records will be referred to the Youth Enforcement Unit.
- (c) Access to Juvenile Records is strictly prohibited. Access can only be granted pursuant to court order. (Family Court Act 381.3)

[See procedure for CENTRAL RECORDS DIVISION HOURS OF OPERATION](#)

[See procedure for CENTRAL RECORDS DIVISION SECURITY AND PRIVACY](#)

803.4.1 ORIGINAL CASE REPORTS

Best Practice

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NY_CALEA6.13 - 82.3.5

Generally, original case reports shall not be removed from the Records Division. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Commanding Officer of the Records Division. All original case reports removed from the Records Division shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Division.

All original case reports to be removed from the Records Division shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Division. The photocopied report shall be shredded upon return of the original report to the file.

The Department's traffic record system is intended to provide accurate information to personnel performing traffic functions and to provide data upon which management decisions may be based. The traffic records system includes, but is not limited to:

- (a) Traffic accident data and reports.

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- (b) Traffic enforcement data and activity reports.
- (c) Vehicle and traffic related incident reports.
- (d) Traffic safety education reports.
- (e) Traffic volume data and reports.

The Central Records Division shall, as part of the Department's centralized records system, maintain traffic records as described in the Department's policy governing the Central Records Division. Traffic records maintained by the Department shall be retained in accordance with the New York State Education Department's Schedule for Records Retention.

A designated employee within the Transportation Division shall maintain traffic enforcement records as follows:

- (a) T/SLED ticket copies.
- (b) Parking tickets.

Traffic records maintained by the Central Records Division shall be processed, distributed and released in accordance with the provisions of the Records Division policy.

[See procedure for RELEASE OF POLICE RECORDS AND INFORMATION](#)

803.5 CONFIDENTIALITY

Best Practice

Records Division staff has access to information that may be confidential or sensitive in nature. Records Division staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Division procedure manual.