

# POCOLA POLICE DEPARTMENT

## POLICIES AND PROCEDURES

SUBJECT	CASE FILE MANAGEMENT		
NUMBER:	9.000	EFFECTIVE DATE:	12/14/2015
SCHEDULED REVIEW DATE:	06/14/16	ISSUE DATE:	12/14/15
DATE REVIEWED:		REVISION DATE:	
APPROVED BY:	Chief Steve Howard		

### I. Purpose and Scope

- A. The purpose of this policy is to describe the Pocola Police Department's case management function using the computerized Offender Data Information System (ODIS)

### II. Policy

- A. With the large number of criminal offenses reported to the Pocola Police Department, it is important for the Criminal Investigative Division (CID) to be able to manage these cases effectively. The case management system is a component of the Pocola Police Department's Offender Data Information System (ODIS) Records Management System (RMS). It provides supervisors enhanced capabilities as they direct and control the investigation processes within the Department, and helps ensure proper assignment and tracking of individual cases.

### III. Procedure

- A. All offense and incident reports taken by the Pocola Police Department are entered into the ODIS Records Management System. Originals of completed field interview reports are forwarded to the Communications section, after first being reviewed by the Office of the Chief of Police, for entry purposes. Copies of these reports are distributed to the Criminal Investigations Division for review and assignment to the appropriate investigative unit.

Page   1 OF 5	Effective Date: 12/14/15
Subject: Case File Management	Number: 9.000

- B. The Records Management System provides supervisors with a case status control system that may be used for recording information on each assigned case, to include the following:
1. Investigator assigned;
  2. Received status;
  3. Current status;
  4. Scheduled review date for the case;
  5. Police action taken; as well as
  6. The date of the police action.
- C. When a supervisor assigns a case to an investigator, the assigning supervisor may enter the information listed in the previous section into the Case Management Module of ODIS. Access to the Case Management Module is limited to supervisory personnel. The preliminary and current status fields should be documented utilizing one of the following administrative designators by entering its related numeric code:
1. All current investigative leads have been exhausted – Deactivated by Supervision Upon Review
  2. No Criminal Charge – Cleared/Declined
  3. Those adults responsible for the committing the crime(s) have been arrested – Cleared by Arrest
  4. Warrant(s) has been issued, not yet served. – Charges Filed
  5. Victim declined to prosecute, death of the suspect, etc. – Cleared by Exceptions
  6. Case has been referred to another law enforcement agency with jurisdiction or other assistance agency – Cleared/Referred
  7. Those juveniles responsible for committing the crime have been arrested – Cleared: Juvenile Arrest
  8. Includes same elements as “Exceptionally Cleared: Adult” but may also include a juvenile under the age of prosecution, oral or written notices to the juvenile, juvenile not ordered to court or other juvenile related exceptions – Exceptionally Cleared: Juvenile
  9. Pending / Active – Open
  10. Victim listed as missing person or runaway has been located: Located Missing Person / Runaway – Deactivated by investigator after follow up
  11. Statutory elements of the crime do not exist – Cleared Unfounded

Page   2 OF 5	Effective Date: 12/14/15
Subject: Case File Management	Number: 9.000

- D. In addition to all offense and incident reports being entered into the ODIS Records Management System, a case file is prepared for each reported offense that has attachments other than those reports that are in the computer. The case file shall include, but not be limited to, the following:
  - 1. Preliminary offense report: will not be printed until case is presented to the office of the District Attorney;
  - 2. All related supplemental reports: will not be printed until case is presented to the office of the District Attorney;
  - 3. Advice of rights forms;
  - 4. Records of statements;
  - 5. Results of examinations of physical evidence; and
  - 6. Other reports or records as needed for the case.
  
- E. All case files are maintained within the Central Records Section.
  
- F. While all original copies of associated paperwork will be forwarded to Central Records, an investigator may, at his/her discretion, maintain a duplicate file of his own for investigative purposes until final disposition of the case. Upon final disposition, the investigator will purge his file.
  
- G. Case files and related information will be purged by Central Records personnel following the Pocola Police Department's record retention policy. All electronic files in the ODIS Records Management System shall be maintained indefinitely, with the exception of juvenile case files. Juvenile case files will follow Pocola Police Department policy for 9.100 IID, 1 & 2. Hard copies of case file shall be handled or purged in the following manner:

**Public Records-Retention/Destruction**  
**(Excerpt from Oklahoma Municipal League [OML] Handbook for City and Town Officials)**

**TURNING RECORDS OVER TO SUCCESSOR** (Excerpts from the Oklahoma Statutes)

**Title 51, Section 19.**

Upon the death, resignation, suspension or removal from the office of any officer, or upon the expiration of his term, all public monies, books, records, accounts, papers, documents and property of other kind in his hands or held by him by virtue of his office, shall be delivered to his successor.

**Title 51, Section 20.**

The officer who receives, for the use of his office, the statues, state reports, digest or other books, shall be entitled to receive a warrant for the payment of his salary for the last month of his term of service until he shall have filed with the person issuing such warrant a receipt from his successor in office, showing all of such books to be in said office.

Page   3 OF 5	Effective Date: 12/14/15
Subject: Case File Management	Number: 9.000

## DESTRUCTION OF RECORDS

### Title 11, Section 22-131

- A. A municipal governing body may destroy, sell for salvage or otherwise dispose of the following papers, documents and records after the expiration of the specified period of time following the end of the fiscal year in which the paper, document or record was created, except as otherwise specified:
1. One (1) year: parking citations may be destroyed or otherwise permanently disposed of one (1) year after the date of issuances;
  2. Two (2) years: municipal court warrants, water, sewer, garbage and utility receipts and statements, which have been previously audited; inspection records relating to water meters and sewer inspections; miscellaneous petitions and letters addressed to the governing body on matters other than pertaining to the items hereinafter set forth; utility billing ledger or register; utility cash receipts ledger or register; and utility accounts receivable ledger or register. Fire run contracts may be destroyed or otherwise disposed of two (2) years after their expiration;
  3. Five (5) years: successful and unsuccessful bids for the purchase or furnishing of equipment, material and improvements; inspection records except as provided for in paragraph 2 of this section; claims that have been denied; license applications; bonds; special, primary and general election payrolls; election tabulations and returns; withholding statements; garnishment records; traffic tickets and receipts; bond receipts and fine receipts; information and complaints; court documents; paid general obligation and revenue bonds; paid street improvement, sewer and sidewalk district bonds; warrants; claims; checks; vouchers; purchase orders; payrolls;
  4. Ten (10) years: inventories; appropriation ledgers; sidewalk assessment records, except payment records' cash receipts book or register for the general fund, the street and alley fund, any bond fund or sinking fund, and all other trust funds that have been audited; and
  5. Fifteen (15) years: sewer and improvement district records, except payment records.

None of the above mentioned records, papers or documents pertaining to pending litigation shall be disposed of until such litigation is finally terminated. This section shall not be construed to authorize or allow the destruction of any testing laboratory results or the inspection records of public improvements of a municipality.

- B. Time limits for the destruction, sale, or other disposition of municipal papers, documents and records which are not mentioned in subsection A of this section may be determined and set by ordinance or resolution of the municipal governing body.

Page   4 OF 5	Effective Date: 12/14/15
Subject: Case File Management	Number: 9.000

## **COPYING RECORDS**

### **Title 11, Section 22-132**

- A. The head of any municipal department, commission, bureau or board may have any or all records kept by the official, department, commission, bureau or board photographed, microphotographed, photostatted, reproduced on film or stored on optical disk. Such film or reproducing material shall be of durable material and the device used to reproduce such records on film or other material shall be such as to accurately reproduce and perpetuate the original records in all details.
- B. The photostatic copy, photograph, microphotograph, photographic film or optical disk of the original records shall be deemed to be an original record for all purposes, and shall be admissible in evidence in all courts or administrative agencies. A facsimile, exemplification or certified copy thereof shall, for all purpose recited herein, be deemed to be a transcript, exemplification or certified copy of the original.
- C. Whenever photostatic copies, photographs, microphotographs, reproductions on films or optical disks shall be placed in conveniently accessible files and provisions made for preserving, examining and using same, the head of any municipal department, commission, bureau or board may certify those facts to the municipal governing body. Following such certification, the governing body may, by ordinance or resolution, authorize disposal, archival storage or destruction of the original records and papers before the expiration of the retention period established pursuant to Section 22-131 of this title.

## **INSPECTION OF RECORDS**

### **Title 11, Section 22-131.1**

Any officer or employee of a municipality having custody of records or other documents of the municipality shall keep and maintain such records in a manner and at a location prescribed by the governing body. Such records shall be available for use by officers and employees of the municipality as the governing body shall direct. The governing body shall establish policies and procedures to preserve and protect the records of the municipality consistent with other provisions of law providing for the confidentiality of such records where appropriate and the accessibility of such records for the inspection by the public.

Page   5 OF 5	Effective Date: 12/14/15
Subject: Case File Management	Number: 9.000