

SANTA CLARA POLICE DEPARTMENT GENERAL ORDER 82.3

RECORDS

ISSUED APRIL 2006

82.3.1 Traffic Records System

The Records Management System has the capability of retrieving data regarding traffic collisions, allowing for identification and analysis of high accident locations. Arrest and disposition data is also available for each recorded incident. In conjunction with City of Santa Clara Traffic Engineering, enforcement and engineering approaches to accident reduction are undertaken. In addition to local traffic accident information, the State of California sends each law enforcement agency a SWITRS printout (Statewide Integrated Traffic Reporting System) listing all accidents occurring within each jurisdiction, with problem intersections/areas noted. The Traffic Section receives this report monthly.

Citations issued by members of the Santa Clara Police Department are entered into the Records Management System, allowing for retrieval and analysis of enforcement measures.

Santa Clara Police Department policy regarding the release of traffic collision reports is based upon Sections 20012 and 16005 of the California Vehicle Code. Collision reports are confidential, and can be released only to those persons who have a legal (proper) interest in them (as outlined below). Any collision report that has been sent to the Records section by the Field Operations (Traffic) Division can be released to authorized requesters. However, DO NOT GO INTO TRAFFIC AND GET A REPORT for a requester. If Traffic has not sent it to Records, it is NOT yet cleared for release.

Persons who can have collision reports:

- Involved drivers
- Guardians of a driver
- Parents of minor drivers
- Courts
- Law enforcement agencies
- Authorized representatives of drivers
- Injured persons in a collision
- Owners of vehicles or property damaged in the collision (includes employers whose vehicles are damaged)
- Persons who may incur liability from the collision (insurance companies, auto rental or leasing firms, etc.)
- Attorneys who declare under penalty of perjury in writing that they represent any of the above authorized persons (have them fill out a records request for documents form)
- Persons who may have a proper interest therein

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- Any of the above mentioned persons who have an authorization form showing approval by the Juvenile Court, if the case involves a juvenile driver who has been cited, may be cited or subject to proceedings in Juvenile Court.

Ancillary information, such as traffic safety reports and traffic volume data, may be obtained from Traffic Engineering.

82.3.2 Traffic Citation Records

The supply of blank Notice To Appear and Parking citation books will be stored in the report archive section of the warehouse. Enough books will be kept on hand in the Forms Room for issuing to employees.

Employees will sign for each citation book they take from the Form Room on the clipboard maintained for that purpose. The employee shall indicate their name and ID number, the date, and the inclusive numbers of the citations they are taking.

Once a traffic citation is issued, the officer will turn in the white, pink and green copies of the citation into the citation box in the Sergeant's office. Handwritten parking citations will also be submitted for review, while electronically prepared parking citations are uploaded to the company contracted for processing them.

When used as a criminal citation, the officer shall attach the three copies with the offense report, and submit them for supervisory review.

When received by Records, the green copy of a traffic citation will be scanned and indexed, then filed numerically by month in Record's citation files. The white copy will be forwarded to the appropriate court. The pink copy will be utilized for data entry purposes. When used as a criminal citation, the white copy will accompany the offense report to court, and the pink copy will be scanned into RMS, and attached to the report.

Citations that need to be voided or dismissed shall be done so in accordance with [General Order 61.1.15](#).

82.3.3 Records Stored by Agency Components

Santa Clara Police Department Records section maintains offense reports for the current reporting year plus one prior year in the Records area. Reports will be digitally scanned for long-term storage.

Certain reports and records may be maintained by the various components within the Police Department, in accordance with applicable retention schedules. These records include:

- Personnel files - for length of employment
- Training records - for length of employment
- Internal Affairs investigations - 5 years

- Applicant information records - retain if hired
- Intelligence files - see [General Order 51.1](#)
- Active narcotics investigations - until resolution
- Special investigation fund records - 4 years
- Property/evidence files - Indefinite on RMS
- Investigations Division case records - Detectives keep working cases files under their control. Originals are maintained in Records.

82.3.4 Arrest Identification Numbers

All individuals entered in the Santa Clara Police Department's files shall have an SCID number assigned. This number is assigned by Records, after searching the Master Name Index for an existing identification number. Numbers are assigned consecutively, and are infinite.

In cases where a number is assigned to an individual who had previously been issued an ID number (such as when a person is booked under a false name), the original number will be continued in use, and the duplicated number will be reissued.

All subsequent arrests and information concerning the identification of the arrestee shall be referenced to the assigned SCID number.

82.3.5 Recording Arrest Information

An arrest report shall be completed for every arrest, including physical arrests for traffic offenses, and warrant arrests. The report shall contain the facts: supporting the probable cause to arrest, surrounding the arrest, and the processing of the suspect. The report will be as complete as possible.

Fingerprints and booking photographs will be taken on all suspects that are booked by the Santa Clara Police Department, pursuant to General Orders [72.1.8](#) and [72.1.9](#).

82.3.6 Warrant and Wanted Persons File

The warrant and wanted persons files are maintained by the clerks assigned to the Warrant Unit. During hours the clerks are not on duty, Records employees maintain these files. A complete description of the warrant process is contained in Section 400 of the Santa Clara Police Department Records Operation Manual. All warrants entered will conform to the guidelines of that manual. Warrants are accessible on a 24-hour per day basis.

Procedures to maintain this file are as follows:

- All warrant entries shall conform to Section 400 of the Santa Clara Police Department Records Operation Manual. All warrants will be entered into the in-house system, and depending on type of violation and bail, into one or more of several law enforcement databases.

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- Information may be received from other jurisdictions addressing warrants and wanted persons over the telephone, through the law enforcement computer system, or through the mail. As a general policy, telephone communications will be followed up with written communications (fax, mail or law enforcement computer system).
- All information about a new warrant will be verified before entering the warrant into the computer.
- Information received from other jurisdictions will be verified by telephone before an arrest is made of a suspect when the computer indicates an outstanding warrant from another jurisdiction.
- After a warrant is served, the warrants unit will be notified by the Records employee handling the warrant so the warrant can be removed from SLETS and the in-house computer updated.