

RECORDS

30.1 ADMINISTRATION

30.1.1 Physical Protection, Criminal History Use and Dissemination, ACCESS Misuse

The Lakewood Police Department will adhere to the policies provided by the Washington State Patrol concerning Physical Protection, Criminal History Use and Dissemination and ACCESS Misuse. See Appendix A and Appendix B.

30.1.2 Criminal History Records

Principle: Criminal histories shall only be accessed through the SOUTHSOUND 911 Net Menu System. SOUTHSOUND 911 Records restricts access to the criminal history function. The CHRI System automatically logs the below listed information each time a criminal history request is made.

- Date and Time
- Identity and agency of person making request
- Reason for request

The release of criminal history information is governed by state law (RCW 10.97.040), and may only occur in accordance with Standard 23.1.1.

Additionally, when the City Attorney's Office requests CJI material (such as criminal history information) from an officer of the Lakewood Police Department, the material will be printed and viewed at the Officer's location within the Lakewood Municipal Court. The material will only be viewed by City of Lakewood Attorneys who has had CJS training. Once viewed, the printed material will be put in to the confidential shredder and will follow SS911 SOP 1.1.1.

30.2 FIELD REPORTING AND MANAGEMENT

PHILOSOPHY: The accurate and complete documentation of police activity is a fundamental base of providing quality service to the community. The reports completed serve as justification to initiate additional investigation, prosecution, conviction, as well as a host of civil processes. Employees of the Lakewood Police Department are expected to adhere to the reporting guidelines provided in this section. In this section, "Officer" will refer to any authorized personnel to complete reports.

30.2.1 Field Reporting Systems

Principle: A Field Reporting System is essential to insuring the effectiveness of generating the necessary documentation of police activities in a timely manner.

Practices:

- A. Generating Incident Reports: Refer to Standard 30.2.2 of this Manual of Standards.
- B. Field Reporting Forms: As generated by the Enforcer System.
- C. Required Information: All Incident Reports submitted for review are expected to be complete. The narrative for criminal reports must contain all applicable information relating to the preliminary investigation that is required by Standard 18.1.4 of this Manual of Standards.
- D. Completing Reports: Officers will make every effort to complete all reports during the work shift in which the incident is reported. If an officer is unable to complete a report prior to the end of the work shift, then he/she will advise the on-duty supervisor and either have the report placed "on hold" or have overtime authorized for the completion of the report.

- E. Submitting Reports: Officers will submit all General Reports and Supplemental Reports electronically.
- 1. Supervisor Review: Supervisors should be constantly reviewing reports in the Traced System. The supervisor will review the case and make the following determinations:
 - a. Case Corrections Required: When corrections must be made to the case the supervisor shall assign the case to the officer for corrections. The supervisor shall also determine if the case is suitable for distribution. All case corrections are to be completed by the officer submitting a General or Supplemental Report.
 - b. Follow Up Required: The supervisor will determine if the case should be forwarded to a specialized section/unit for additional follow up investigation. Generally the primary patrol officer investigating the case will perform the follow up on misdemeanor and expedited felony cases.
 - c. Supplemental Reports: Officers assigned to specialized sections or units complete supplemental reports directly into Web RMS. Except with supervisor approval, these narratives shall be entered in a timely manner as the investigation proceeds. It is the intent to allow any employee access to the investigation in order to obtain current information. Also refer to Section 18.1.3 of this Manual of Standards.

30.2.2 Incident Reporting

Principle: Officers are expected to complete truthful, accurate, and thorough reports. No officer shall knowingly enter or cause to be entered any inaccurate, false, or improper information. Incident reports shall not contain the personal opinions of officers. All the necessary forms shall be complete and narrative shall be prepared using approved narrative format. The narrative will include all investigative actions taken by the involved officers; refer to Standard of this Manual of Standards. Officers shall review their written reports and narratives prior to submission for approval. Officers shall complete a General Report detailing an incident that occurred within the city limits of Lakewood when any of the following circumstances exist:

- A. Citizen reports of crimes;
- B. When taking a complaint, all officers shall endeavor to investigate all possible leads that are within the scope of their abilities and job tasks. If any investigative leads lie outside their abilities or job function, then it shall be routed to the appropriate unit for follow-up. All investigative efforts shall be documented.
- C. Incidents that result in an officer being dispatched or assigned to a call, but that do not require a General Report to be completed, are reported in the Computer Aided Dispatch (CAD) system;
- D. Any time an officer believes that a report will properly document an incident and that is in the best interests of the City of Lakewood and/or the Police Department to report the incident, a General Report will be completed. Officers should err on the side of writing a report.
- E. If required due to an arrest or citation;
- F. Traffic collisions and vehicle impounds as required by Standard 24.2.1 and 24.4.3;
- G. An incident involves unusual or suspicious activity that is likely to be associated with criminal activity at a later date;
- H. At the direction of a supervisor;
- I. All complaints of domestic disputes;
- J. Missing persons and juvenile runaway reports in accordance with the guidelines set forth in Chapter 17.

30.2.3 Telephone Reporting:

Principle: Officers are authorized to contact victims or complainants by telephone in lieu of an on-scene response if the reporting party is amenable or is currently outside of the city limits.

30.3 RECORDS

30.3.1 Traffic Citation Maintenance

Principle: Officers may use Washington Uniform Notice and Docket Citations/Infractions or SECTOR to issue criminal citations or civil infractions. The following practices apply.

Practice: Citation/Infraction Books:

- A. Issuing Citations: Upon issuance, a receipt, maintained by the Admin Unit, will be completed with the following information:
 - Officer's name.
 - Date issued and by whom. (All supervisors are authorized to issue)
 - The first citation/infraction number of the book.
- B. Accountability: Accountability for issued citations/infractions is the employee's responsibility until the book is completed and the bottom copy of each individual citation/ infraction is put in ascending numerical order and returned to administrative personnel, who enters the citation/infraction into the Electronic Citation database and forwards the bottom (LEA) copy of each individual citation/infraction to SOUTHSOUND 911 Records for storage.
 1. Voiding Citations: When a violator has not received a copy of the citation, it may be voided. "Void" should be written across the top copy and all 4 copies should be turned in with the completed book.
 2. Amending Citations: If a correction must be made to a citation after the violator has received a copy of the citation, a written request must be sent to the court requesting the citation be amended with the correct charge or information. A supervisor must approve the request.
 3. Dissemination of Citations: Once the officer completes the citation, the original and court copies are forwarded to the appropriate court. The department copy of the citation is retained and filed in numerical order by year.
 4. Audits: Administrative personnel input all citations and infractions into the Electronic Citation Audit database and maintains copies at the police department for archiving.

Practice: SECTOR

- A. Sector is an electronic system that allows officers to scan information from a driver's license or vehicle registration. The citation/infraction information is transmitted directly to the appropriate court. The only paper copy of is the violator's copy