

WOLFEBORO POLICE DEPARTMENT

SOP 3.3

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

REPORTS & RECORDS

Policy To develop a comprehensive uniform reporting system

Purpose To give guidance on:

Field Reporting	Record Security
IMC/Tritech Records	Juveniles
Traffic Citations	Computer audits

Reporting Non-Investigative Dispatcher will issue a unique # for each Call for Service and are generated consecutively by the computer (IMC/Central Square)
Are defined as Calls for Service of a routine nature and include the following but are not limited to:

- Alarms that are unfounded.
- Request for fingerprints.
- Information requests.
- Relays.
- House/property checks.
- Registration/VIN checks.
- Animal.
- Referrals to other agencies.
- Service of summons, petitions and restraining orders.
- Unfounded calls for service.
- Any request for service that does not warrant a follow up or criminal investigation.
- Initiated by an officer.
- Citizen complaints.

Officer and/or Dispatchers shall ensure that proper police action is followed
All Information is recorded on the IMC/Central Square system.
IMC/Central Square will automatically assign a number for each Incident.

SOP 3.3
Reports & Records

**Reporting
Investigative**

An investigative report is required in any incident, request for service, arrest, offense, accident, reports of crime or other call for service that warrants a follow up investigation.

Investigative incidents shall be reported following the requirement of the IMC/Central Square system on:

- Offenses.
- Arrests.
- Property.
- Supplemental reports.
- Motor vehicle accidents.
- Violation. (MV, Animal, Town Ordinances)
- Criminal complaints.

IMC/Tritech reports have mandatory blocks that must be completed on all reports.

The system is a guide and checklist for officers.

Reports are to be completed before the officer starts days off, unless a supervisor extends it and any follow ups within 14 days.

Reports will be reviewed by computer by a designated supervisor for content. Incomplete reports will be returned for completion.

Follow up information will be noted if needed.

**Alternate
reporting**

Due to the nature of our community and tourism, visitors often discover thefts after they arrive home. If a subject is no longer in the State of NH, officers are allowed to take telephone reports.

Faxes and Emails can be used for the narrative section or supplements only. It must be noted in the narrative section that the report was called in and why it was taken over the phone.

**Record
Maintenance**

The IMC/Central Square system utilized maintains copies of all records. Only members of the department are allowed to access this system by password.

Access to IMC/Central Square is available 24 hour

Files are only allowed to be used for investigative purposes and cannot be released unless authorized by the Chief and/or Prosecutor .

**Record
Retention**

All records must be maintained in accordance with legal requirements.

Security The designated computer administrator shall ensure the security of the system by:

- Maintaining a daily data backup.
- Storage of the back up in a secure safe.
- Administrative rights are given to the computer administrator and others designee by the Chief of Police.
- Others have access by password for designated rights.
- An annual audit will take place to ensure the integrity of the system and a password audit will be completed.

UCR A member shall be designated to report & provide the UCR data to the State of NH and to follow their guidelines.

Traffic Citation The SSgt will issue citation forms to officers.
A record will be maintained of all State and Town parking citations issued and turned back in.
Citations will be stored in a secure area.
Officers are responsible for issued citations – Lost citations must be reported in writing to the SSgt.

Criminal History Records are maintained in the IMC/Tritech system and only authorized members will have access to this system.
Records request to non-law enforcement must go through the RAA, Chief and/or Prosecutor for approval.

Criminal ID Number At the time of arrest the Dispatcher or Arresting Officer will designate a Wolfeboro Police arrest number linked to the arresting offense (s).

Juvenile Records All Juvenile records are stored in a designated area.
Fingerprints & photo only delinquent cases.
Stored in a secure location only available to police personnel.
All other cases are held as prescribed by legal requirements
Expungement, when ordered by the court case is destroyed.
