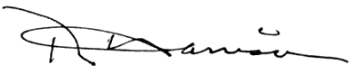


# TEXARKANA POLICE DEPARTMENT

## GENERAL ORDERS MANUAL

<b>SUBJECT</b>	<b>Records Retention and Security</b>		
<b>NUMBER</b>	<b>1108.15</b>	<b>EFFECTIVE DATE</b>	<b>July 20, 2017</b>
<b>Scheduled Review Date</b>	<b>August 30, 2018</b>	<b>ISSUE DATE</b>	<b>July 20, 2017</b>
<b>Date Reviewed</b>	<b>July 20, 2017</b>	<b>REVISION DATE</b>	<b>July 20, 2017</b>
<b>APPROVED BY</b>		<b>ALEAP Standards</b>	2.23; 4.04; 5.01; 5.02; 7.24

### I. Purpose and Scope

- A. The purpose of this policy is to establish procedures for the management of official Texarkana Police Department records and to define guidelines to ensure the confidentiality, access, and security of those records. This policy shall apply to all members of the Police Department.

### II. Policy [ALEAP 5.01](#)

- A. Pursuant with Texarkana, Arkansas *City Ordinance M-149* — which provides for the development of the City’s Records Management, Retention and Destruction plan — it shall be the policy of the Texarkana Police Department to implement a series of guidelines that govern the police department’s creation, management, retention and disposal of its records.
- B. All department personnel shall recognize and adhere to the guidelines contained within this policy. Supervisors shall ensure compliance with this policy wherever applicable.

### III. Procedures

- A. The Chief of Police has designated the Services Division Commander as the Texarkana Police Department Records Officer who will be responsible for reviewing department records and ensuring all records are maintained in accordance with the police department *Record’s Retention Schedule* and other guidelines set forth within this policy.
- B. Unless otherwise specified within this policy, all Texarkana Police Department records will be maintained pursuant to the provisions contained within *A.C.A. § 14-2-204*, which mandates the following actions regarding municipal police records:
  - 1. All records associated with crimes of violence shall be maintained for an indefinite period. Pursuant to *A.C.A. § 5-42-203*, crimes of violence are defined as violations of Arkansas law in which a person purposely or knowingly causes, or threatens to cause, death or physical injury to another person, specifically including rape.
  - 2. The following records shall be maintained for a period not less than seven (7) years:
    - a. Closed Texarkana Police Department case files for felonies and Class A misdemeanor offenses; and

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- b. Expungement orders originating from Texarkana Police Department cases.
- 3. The following records shall be maintained for a period not less than three (3) years:
  - a. Accident reports;
  - b. Incident reports;
  - c. Offense reports;
  - d. Fine and bond records;
  - e. Parking meter records;
  - f. Radio logs and complaint cards; and
  - g. Employment records, payroll sheets, time cards and leave requests.

C. Creating Electronic Records

- 1. In accordance with A.C.A. § 14-2-201, the Chief of Police, or his designee, may elect to replace written, hard-copied formatted records with an electronic recreation of the original document. Acceptable forms of electronic recreation include photographs, film reproductions, optical discs, digital compact discs, or other forms of electronic imaging that accurately reproduces or forms a durable medium for reproducing the original document.
- 2. At the time of reproduction, the Records Officer, or his designee (including any C.I.D. Supervisor), must complete and attach to the new electronic record the *TAPD Electronic Record Certificate* that certifies the recreated record is authentic and attests to the new electronic record's status as the original copy of the former written record.
- 3. All records which are initially created or simultaneously created in an electronic state shall be considered original records and exempt from this requirement.

D. Disposal of Original Records

- 1. Notwithstanding the mandated records retention schedule included within this policy, all original records in hard-copy format that undergo electronic reproduction pursuant to the above guidelines in Paragraph C 1 & 2 may be disposed in the following manner:
  - a. In accordance with A.C.A. § 14-2-203, whenever electronic reproductions of records have been made in accordance with A.C.A. § 14-2-201 and have been placed in conveniently accessible files or another suitable format for preserving, examining and utilizing the file, the Chief of Police—or his designee—may certify these facts to the governing body who maintains the authority to authorize the disposal and/or destruction of these records.

E. The Texarkana Police Department utilizes an electronic records management system (RMS) powered by Application Data Systems Inc. (ADSi) for all incident reports, vehicle reports and supplemental reports.

F. Supervisors, managers and division commanders are responsible for ensuring that records data privacy and information security measures are being following within the areas of their control. They are responsible for ensuring security and privacy of all department data stored as either physical paper records or electronic records located on departmental computers / servers. They will work will with the appropriate network and information security administration to ensure records security, and they must maintain a current working knowledge of the Police Department's policies pertaining to records security and privacy and identity necessary process improvements and/or changes when new policies are approved.

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G. Central Records and Communications (CRC)

1. The CRC Records Manager shall oversee the lawful management of information, all associated records management training and the day-to-day implementation of the records security and privacy policies for all CRC personnel.
2. The Records Manager will receive specialized training related to the release of information, privacy and security of records and applicable laws.
3. Data Entry and NIBRS Management
  - a. The CRC Records Manager shall remain ultimately responsible to ensure the mandates within this section are implemented and maintained in accordance with established standards.
  - b. In an effort to address records issues that reflect crime reporting standards, data entry personnel assigned to the Central Records Section will be responsible to reconfigure, upload, manage and/or redirect electronic information contained within all ADSi maintained offense / incident / supplemental / arrest reports in a manner that meets crime reporting guidelines. Much of this information will include the following:
    - (1) Information pertaining to the reporting party; the victim; suspect information; crime type and related classification; the location of the crime; property descriptions and related codes; the name(s) of the officer reporting the incident; the descriptive narrative relating to each reported incident or arrest; and any additional information related to the accuracy of the report; and
    - (2) The Texarkana Police Department participates in National Incident Based Reporting System (NIBRS) by engaging in incident based crime reporting. The CRC Records Manager is responsible for ensuring compliance with NIBRS reporting standards is achieved and applicable reporting information is catalogued, filed and managed in accordance with the procedures contained within the following publication: the *US Department of Justice National Incident-Based Reporting System Volume 1: Data Collection Guidelines*. In addition, the CRC Records Manager is responsible to implement an internal system and local reporting procedures that work to ensure the monthly statistical data necessary to submit NIBRS reports are generated and submitted according to procedures contained within the following publication: the *US Department of Justice National Incident-Based Reporting System Volume 2: Data Submission Specifications*.

H. Physical and Technical Security

1. All department data and physical records shall remain stored in a secured area where access is restricted to authorized personnel and guarded against unauthorized destruction. The following guidelines surrounding specific department records shall be maintained:
  - a. All hard-copy formatted police reports, supplemental reports, vehicle reports, case files and all other police generated paperwork with respect to crime reporting—which is currently filed in CRC approved storage locations and created and maintained prior to the TAPD ADSi electronic RMS cut-over date—shall be maintained for an indefinite period or until such time as appropriate approval by the City’s governing body is received by CRC Records Manager.
    - (1) Authorization to destroy TAPD maintained records shall be accomplished pursuant to A.C.A. § 16-10-211.
  - b. Access to all electronic records stored within the Police Department’s computerized network will be controlled by the issuance of a unique user name and accompanying password unique to each individual user. System administrator passwords will be changed on a regular basis, and the changes to user names and passwords will be managed network approved CIS personnel.

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- c. All personnel files, medical files and background investigative files shall be maintained in the Personnel and Training Office in locked filing cabinets and under the direct control of the Chief of Police through the Services Division Commander. Personnel requesting access to these records shall demonstrate a bona fide need to know before access is provided. Entry into the Personnel and Training Office is strictly controlled through the limited issue of door keys.
  - d. All internal investigation files, miscellaneous lawsuit files and files associated with the financial planning / operation of the Police Department shall be securely maintained by the Services Division Commander or his designee. The secured nature of these files includes the placement of applicable files in a locked filing cabinet or a safe, both of which shall remain housed in an office area having strict access control through the limited issue of door keys.
  - e. All files unique to the Uniform Patrol Division shall be securely maintained by the Patrol Commander in an office area having strict access control through the limited issue of door keys.
  - f. All files unique to the Criminal Investigation Division (case files; juvenile files; files containing sensitive investigative information) shall be maintained by the CID Commander or his designee in a manner that finds the files locked in a filing cabinet or some other secondary secured storage apparatus having strict access control through the limited issue of door keys.
- I. Through electronic coordination with the Arkansas State Police, the Texarkana Police Department utilizes the E Crash for all accident reporting and report retention requirements.
- J. All electronic reports completed pursuant to agency protocol, whether completed in ADSi or E Crash, shall be generated and electronically submitted by the police department employee assigned, positioned or directed to complete the report. Completed reports electronically submitted shall be reviewed and approved by a department supervisor to ensure compliance with this policy while ensuring the report meets the police department's reporting standards.
- 1. Electronic access to ADSi and E Crash is controlled by the police department's Network Systems Administrator as well as personnel assigned to the Computer Services Section. Credentials facilitating system access will remain unique to every user via individual user names and passwords. Individual network credentials will be changed on a regular basis to ensure system-wide network security.
- K. The CID supervisor shall ensure all completed case files, whether electronically arranged within ADSi or arranged / compiled in a printed or hard-copy format, are properly formatted, contain the necessary information and meet the guidelines contained within this policy.
- L. All electronic files maintained in the Texarkana Police Department RMS (ADSi) shall be maintained indefinitely. The only exception to this shall be juvenile records, which shall be maintained in accordance with *General Order 1101.29--Juvenile Records*.
- M. Computer Network—Records Security and Maintenance
- 1. In an effort to maintain network security, every user authorized access to any Texarkana Police Department computer connected to the network is required to update his or her password every 90 days.
  - 2. Every quarter, personnel assigned to the Computer Services Section will review the names of all persons employed with the Texarkana Police Department and authorized to access to the Texarkana Police Department's computer network system. Any person who is no longer authorized access, for whatever reason, will have his/her name and password removed from the system to prohibit access, if this has not already occurred.
  - 3. The Computer Services Section, in conjunction with the Network Systems Administrator (or his/her designee) will be responsible for maintaining the security of the network and ensuring the administrative passwords are changed in accordance to network security standards.

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4. All files maintained on the Texarkana Police Department's computer network servers are automatically backed-up nightly on an automated Tape Library back-up system capable of holding large amounts of data. For purposes of disaster recovery, weekly full backups of information systems will be placed offsite every Tuesday within the Central Records Systems secure vault. Additionally, monthly full backups and 911 tapes will be processed on the last day of the month and archived offsite at Central Records Systems. Retention period for weekly backups will be six months, monthly backups will be retained for eighteen months, 911 recordings will be retained for three years.
  5. All users shall follow all policies and procedures related to records security and privacy of law records data in both physical and electronic format. Department personnel will comply with policies and procedures pertaining to the printing, copying, and faxing of records. This includes transmitting, viewing and distributing records.
  6. Department personnel are expected to know and comply with all existing security and privacy policies. Only authorized personnel will be afforded access to the communication infrastructure as related to records in a capacity limited to meet the ability to perform their duties appropriately and with a need to know level of access only.
  7. All personnel who have been determined to no longer need access to the communication infrastructure or specific areas of the network and applications will be removed from access lists. This includes terminated employees, employees who are on an extended leave of absence, employees who retire and employees who are transferred to new areas of responsibility.
  8. All calls for service, all officer-initiated calls, citizen's complaints that result in an officer being dispatched or a report prepared, and incidents involving an arrest are entered into the Texarkana Police Department's Computer Aided Dispatch (CAD) system by Central Records and Communications personnel. Every call for service is automatically assigned a call for service (CFS) number by the CAD system. This unique number specifically identifies that particular incident, and is used to facilitate future tracking of that incident.
  9. As part of the overall ADSi records management module, the system utilizes a master search platform that provides for quick search and cross-reference of name and vehicle files maintained within the system that are connected to the particular name or the specified vehicle. This file consists of the names of those persons identified as victims of an offense, complainants, suspects, arrested persons, persons issued traffic citations, persons issued traffic warning citations, field contacts, or witnesses and any vehicle that was previously placed into the system.
    - a. Personnel assigned to the Computer Services Section can facilitate advanced searching techniques within the ADSi module upon request.
- D. Certain information obtained from records maintained and or generated by the Texarkana Police Department is utilized by the Crime Analysis Unit to prepare timely reports based on crime types and/or crime locations. This information is then disseminated to appropriate operational units in order to provide a tool to prevent and suppress crime, and to help apprehend criminal offenders.
- E. The Texarkana Police Department's Evidence Custodian maintains records of all found or recovered property, property deemed to have evidentiary value, property retained for safekeeping purposes and property scheduled to be destroyed. The Evidence Custodian will enter certain descriptive information about the item of evidence into the ADSi evidence and property module to ensure that the property can be properly tracked and a valid chain of custody is maintained. The ADSi system features a property module in which property is entered and tracked as damaged, evidence, found, impounded, lost, recovered, stolen, or other.
- F. Traffic Citations [ALEAP 7.24](#)
1. Through electronic coordination with the Arkansas State Police, the Texarkana Police Department utilizes the E Cite for all traffic citation requirements. The police department does, however, maintain a supply of

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traffic citation booklets for use by personnel who do not have ready access in the field for E Cite connectivity or for contingency plans should access to E Cite become unavailable.

2. Citations issued electronically within E Cite shall not be erased nor voided from the system by the issuing officer. Should the issuing officer encounter an issue that requires such action, the officer must contact his/her supervisor.
3. Citation Booklet Procedures
  - a. Paper copies of citations written by members of the Texarkana Police Department are placed in the applicable "*Traffic Citation Box*" located in the patrol debriefing room. The Docket Clerk is responsible to retrieve these citations (white and yellow copies) for entry into Texarkana District Court's docket system. The citations are forwarded to the Court Clerk's Office for appropriate disposition and filing. The Docket Clerk maintains copies of all warning citations collected from the "*Traffic Citation Box*".
  - b. All non-issued traffic citation books utilized by members of the Texarkana Police Department will be maintained in a locked storage area within the Texarkana Police Department receptionist area and will be distributed to officers by the receptionist as needed. The receptionist will have access to the storage area and will be responsible for ensuring an adequate supply of ticket books is maintained.
  - c. All new traffic citation books will be issued following numerical order by the receptionist. Any officer needing a new citation book must first sign for the book, indicating the date and ticket book number, in the logbook designated for this purpose and maintained by the receptionist. Additionally, the receptionist will co-sign the log verifying issuance of the book.
  - d. The receptionist will retain the completed log sheets for three years. Log entries associated with ticket books that remain in circulation shall be retained until the citation book is returned to the receptionist. At least annually, the Services Division Commander or his/her designee will audit the citation book storage area and all log entries to ensure the accountability of all ticket books.
  - e. Officers will return exhausted ticket books (pink copies) to the receptionist. The officer issuing the citation will keep the green copies for his/her own record. The hard copy will be issued to the violator.
  - f. Should circumstances arise that require for an issued citation to be reduced to a warning violation having no fine nor any mandated court appearance, or should the officer in the field utilize a standard citation for the issuance of a warning, the white and yellow copies used for court docket purposes must contain the words "*WARNING*" along with an endorsement from a police supervisor.
  - g. Should circumstances require a citation to become void, the all five (5) copies of the written citation shall contain the words "*VOID*", and the white copy of the citation must also contain an endorsement from a police supervisor.
- G. The Texarkana Police Department does not maintain active criminal history files listing conviction data for persons who are arrested by our police department. However, members of the Texarkana Police Department have access to this type of criminal history information through a connection with the Arkansas Crime Information Center's (ACIC's) computer system, located in Little Rock, Arkansas. When ACIC personnel enter an individual into the system, he or she is assigned a specific and unique identifying number, known as a State Identification Number or SID. Once a person has been assigned an SID, all subsequent arrests by any agency and conviction information by any court concerning that person is cross-referenced with the SID.
- H. Because the Texarkana Police Department does not create records involving court convictions, it does not release any type of conviction data. Inquiries as to conviction data will be referred to the appropriate court having jurisdiction. The only information released by the Texarkana Police Department involves most offense reports and arrest data only. Access to criminal history records by members of the Texarkana Police Department shall be conducted in accordance with guidelines and regulations established by the Arkansas Crime Information Center (ACIC) and/or National Crime Information Center (NCIC). The release of information by any member of the

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Texarkana Police Department shall be in compliance with the Arkansas Freedom of Information Act (FOIA). For additional information related to FOIA requests, refer to *General Order 1102.16---Freedom of Information Requests*.

- I. The Texarkana Police Department uses the Arkansas Crime Information Center (ACIC) and the National Crime Information Center (NCIC) which have computerized Wanted Person Files. Entries into these systems must comply with the rules and regulations set forth by ACIC and NCIC. The Wanted Person files contain personal descriptors and identifiers for persons who are being sought by the law enforcement community. Personnel assigned to Central Records and Communications are responsible to local warrants originating from Texarkana Police Department investigations into either (or both) of these systems in accordance with departmental standards. All local warrants shall remain on-file in Central Records and Communications until the warrant is served or until such time as the warrant is recalled by the issuing authority. For additional information concerning the management of warrants, refer to *General Order 1109.09---Warrant Maintenance*.
  
- J. Personnel Records [ALEAP 2.23; 4.04](#)
  - 1. Through coordination with the Personnel and Training Office, the Chief of Police maintains and controls all personnel records. The police department complies with the records retention schedule provided in *A.C.A. §14-2-204*.
  - 2. The Personnel and Training Office maintains active personnel files on all employees, sworn and non-sworn alike. Each file contains background investigation packages, a copy of all forms completed during the hiring process, all evaluations, disciplinary actions amounting to a written reprimand or higher, commendations, assignments, promotions and all related disciplinary related files. All personnel files are stored in locked filing cabinets in controlled area. In addition, all CLEST generated files and required documents are maintained within each employee's personnel file.
  - 3. The Personnel and Training Office also maintains active medical files on all employees, sworn and non-sworn alike. The employee files contain all medically generated files that are protected against unauthorized access and release. The medical files are stored in a separate lock location in an effort to further separate sensitive information.
  - 4. Employees may review their individual personnel record and related files upon request. The Chief of Police may release a copy of a record from the personnel records repository upon first obtaining a signed authorization from the affected employee. Special rules exist regarding the protected nature of material contained with personnel files, and in response to specific FOIA requests involving personnel records, each employee is entitled to request an Attorney General's Opinion before such release is authorized.
  - 5. All personnel records are strictly confidential. Supervisory or investigative personnel who demonstrate a bona fide need to review information contained within a personnel file may do so with approval from the Chief of Police.
  - 6. Applicant Records
    - a. All records pertaining to police department applicants who were not selected for employment, including applicable test scores and any record containing background investigation material, shall be maintained in inactive files by the Personnel and Training Officer for a period not less than three (3) years, as mandated by *A.C.A. §14-2-204*.
  
- J. All Texarkana Police Department records will be retained, managed and secured in a manner consistent with its Records Retention Schedule, which is incorporated as part of this policy.

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K. Records Retention Schedule [ALEAP 5.02](#)



## Texarkana Police Department Records Retention Schedule

	Record Type	Retention Period	Person Responsible for Record	Location of Stored Record	Miscellaneous Remarks
1	9-1-1- Communications Recorded Calls	90 days	Communications Manager	Central Records and Communications	Maintained Electronically
2	ACIC Hit and Hit Confirmation (With Arrest)	7 years minimum	TAPD Docket Clerk	Docket Clerk's Office	All files eventually scanned electronically
3	Accident Reports	Indefinitely	Arkansas State Police	Arkansas State Police Electronic RMS	
4	Accident Reports--Parking Lot Forms	3 years	Police Department Receptionist	Receptionist Filing Cabinet	
5	Accident Reports Involving City Vehicles	3 years	Uniform Patrol Commander	Uniform Patrol Commander's Office	
6	Accident Review Board Recommendations	3 years	Uniform Patrol Commander	Uniform Patrol Commander's Office	
7	Arrest Reports	Indefinitely	ADSI Records Management System	Maintained on Server	
8	Arrest Warrants--Executed Misdemeanor	7 years minimum	TAPD Docket Clerk	Docket Clerk's Office	All files eventually scanned electronically
9	Arrest Warrants--Executed Felony	7 years minimum	CID Case Detective	Incorporated into the Completed CID Case File	All files eventually scanned electronically
10	Asset / Forfeiture Confiscation Reports	3 years	Narcotics Section Supervisor	Narcotics Office	
11	Asset / Forfeitures Bank Account	3 years	Finance Director <sup>City Hall</sup>	Finance Director's Office <sup>City Hall</sup>	
12	Background Investigation Records	3 years	Personnel and Training Officer	Personnel and Training Office	
13	Blood Borne Exposure Records	Length of Employment + 30 years	Personnel and Training Officer	Personnel and Training Office Employee's Medical File	Contained within Workers Compensation Report
14	"Buy Money" Records-Administrative Records	3 years	Narcotics Section Supervisor	Narcotics Office	
15	Cash Bond / Bond Fee Receipts	3 years	Central Records Manager	Central Records and Communications	
16	Cash Collection Audits (TAPD)	3 years	Finance Technician <sup>In House</sup> Finance Director <sup>City Hall</sup>	Services Commander's Office <sup>In House</sup> Finance Director's Office <sup>City Hall</sup>	
17	Cash Collection Audits (CRC)	3 years	CRC Secretary	CRC Secretary's Files Saved Electronically once Scanned	All files eventually scanned electronically
18	Citizen Complaints of a non-criminal matter	Indefinitely	ADSI Records Management System Internal Affairs Investigator	Maintained on Server <sup>ADSI Reports</sup> Internal Affairs Files <sup>Complaint Forms</sup>	
19	Civilian Ride Along Forms With ACIC / NCIC Returns	3 years	Uniform Patrol Commander	Uniform Patrol Commander's Office	
20	Confidential Informant / "Buy Money" Audits	3 years	Narcotics Section Supervisor	Narcotics Office	
21	Confidential Informant Records-Operations	3 years	Narcotics Section Supervisor	Narcotics Office	
22	Crime Analysis Forms / Reports	3 years	Crime Analyst	CID Crime Analyst Files	

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	Record Type	Retention Period	Person Responsible for Record	Location of Stored Record	Miscellaneous Remarks
23	Criminal and non-criminal cases initiated by a member of the department	Indefinitely	ADSI Records Management System	Maintained on the Server	
24	Criminal Case Records	Indefinitely	ADSI Records Management System	Maintained on Server	All files eventually scanned electronically
25	Domestic Violence Notification	Indefinitely	Domestic Violence Coordinator	Domestic Violence Office	All files eventually scanned electronically
26	Domestic Violence Threat Matrix	Indefinitely	Domestic Violence Coordinator	Domestic Violence Office	All files eventually scanned electronically
27	DWI Rights Forms / Blood Alcohol Reports	Indefinitely	TAPD Docket Clerk	Docket Clerk's Office	All files eventually scanned electronically
28	Employee Performance Evaluations	Throughout Employment Period	Personnel and Training Officer	Maintained within Each Employee's Personnel File	
29	Evidence Inspections / Inventories	3 years	CID Commander	CID Commander's Office	
30	Expungement Orders	7 years	Central Records Manager	Central Records and Communications	
31	Extra Duty Employment Request	3 years	Uniform Patrol Division Commander	Uniform Patrol Division Commander's Office	
32	Field Interviews	Indefinitely	ADSI Records Management System	Maintained on Server	Created in ADSI FI Module
33	Fingerprint Records-Adult	Indefinitely	CID Commander	Crime Scene Investigations Files Arkansas Live Scan Files (electronic)	
34	Fingerprint Records-Juvenile	Kept until 18 unless convicted as adult then indefinitely	CID Commander	CID Juvenile Filing Cabinet	
35	Generator System Test Bi State Justice Center	3 years	Bi State Building Manager	Building Maintenance Files	
36	Grievance Records	Indefinitely	Internal Affairs Investigator	Internal Affairs Files	
37	Harassment / Discrimination Complaints	Indefinitely	Internal Affairs Investigator	Internal Affairs Files	
38	Homicide, Rape and all violent crime	Indefinitely	Case Detective	Maintained within CID Case File	
39	Hostage Negotiator Training Records	7 years	CID / SWAT Commander	CID Commander's Office	All files eventually scanned electronically
40	Incident / Offense Reports	Indefinitely	ADSI Records Management System	Maintained on Server	Created in ADSi Incident Report Module
41	Incidents involving arrests (CAD)	3 years	Communications Manager	Tyler Public Safety CAD System	Maintained Electronically
42	Incidents resulting in a member being dispatched or assigned (CAD)	3 years	Communications Manager	Tyler Public Safety CAD System	Maintained Electronically
43	Juvenile Records	Indefinitely	CID Commander	CID Juvenile Filing Cabinet	
44	Line / Staff Inspection Reports	3 years	Services Division Commander	Services Commander's Office	All files eventually scanned electronically
45	Mobile Data Terminal Messages	30 Days	Communications Manager	Tyler Public Safety CAD System	Maintained Electronically
46	NIBRS Reports	3 years	Central Records Manager	Central Records and Communications	
47	Off-Duty Employment CAD Records	3 years	Communications Manager	Tyler Public Safety CAD System	Maintained Electronically
48	Offense reports - Misdemeanor and all non-violent felonies	Indefinitely	ADSI Records Management System	Maintained on Server	Created in ADSI Incident Report Module

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	Record Type	Retention Period	Person Responsible for Record	Location of Stored Record	Miscellaneous Remarks
49	Overtime Work Records	3 years	Finance Technician	Finance Technician	
50	Patrol Daily Activity Reports	3 years	Patrol Squad Lieutenant	Maintained on Server	Maintained Electronically
51	Payroll Records	3 years	Finance Technician <sup>In House</sup> Finance Director <sup>City Hall</sup>	Finance Technician <sup>In House</sup> Finance Director's Office <sup>City Hall</sup>	
52	Personal Recognizance Bonds Executed	7 years minimum	TAPD Docket Clerk	Docket Clerk's Office	All files eventually scanned electronically
53	Personnel Records	Length of Employment + 30 years	Personnel and Training Officer	Personnel and Training Office	All files eventually scanned electronically
54	Probable Cause Affidavits---Felony	Indefinitely	Case Detective	Maintained within CID Case File	
55	Probable Cause Affidavits---Misdemeanor	Indefinitely	TAPD Docket Clerk	Docket Clerk's Office	All files eventually scanned electronically
56	Promotional Process Records	3 years	Services Division Commander	Services Commander's Office	
57	Property and Evidence Records	As Mandated by Statute and Standards	Property & Evidence Custodian	Property & Evidence Section	
58	Radio Recordings (Police Traffic)	90 days	Communications Manager	Central Records and Communications	Maintained Electronically
59	Random Drug Testing Results	Length of Employment	Personnel and Training Officer	Personnel and Training Office Employee's Medical File	
60	Rape Case Records	Indefinitely	Case Detective	Maintained within CID Case File	
61	Report Photocopying Fee/Receipts	3 years	Central Records Manager	Central Records and Communications	
62	Secondary Employment Requests	3 years	Uniform Patrol Division Commander	Uniform Patrol Division Commander's Office	
63	Selection Process Medical/Psychological	Length of Employment	Personnel and Training Officer	Personnel and Training Office Employee's Medical File	
64	Selection Process Records	Length of Employment	Personnel and Training Officer	Personnel and Training Office Employee's Personnel File	
65	Selective Traffic Enforcement Activity Reports	4 years	STEP Patrol Sergeant	STEP Filing Cabinet (locked)	
66	Speed Measuring Device Maintenance Records	Through the Service Life of Each Respective Unit	Finance Technician	Finance Technician's Office	
67	Supplemental Reports	Indefinitely	ADSI Records Management System	Maintained on Server	Created in ADSI Incident Report Module
68	SWAT Team Training Records	7 years	CID / SWAT Commander	CID Commander's Office	All files eventually scanned electronically
69	Telephone Recordings (Non-911)	90 days	Communications Manager	Central Records and Communications	All files eventually scanned electronically
70	Training Records	Length of Employment	Personnel and Training Officer	Maintained within Each Employee's Training File	
71	Uniform Traffic Citation copies	3 years	Services Division Commander Front Receptionist	Front Receptionist Files	Pink Copies W/ Booklet Card
72	Uniform Traffic Citation Logbook	3 years	Services Division Commander	Front Receptionist Files	
73	Unit Daily Inspection Forms	3 years	Patrol Squad Lieutenant	Maintained on Server	Maintained Electronically

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	Record Type	Retention Period	Person Responsible for Record	Location of Stored Record	Miscellaneous Remarks
74	Uniform Traffic Citation Logbook	3 years	Services Division Commander	Front Receptionist Files	
75	Unit Daily Inspection Forms	3 years	Patrol Squad Lieutenant	Maintained on Server	Maintained Electronically
76	Vehicle Maintenance Records	3 years	Services Division Commander	Finance Technician's Office	
77	Vehicle Pursuit Reports	3 years	Uniform Patrol Division Commander	Uniform Patrol Division Commander's Office	
78	Vehicle Reports & Impound Inventories	Indefinitely	ADSI Records Management System	Maintained on Server	Created in ADSI Incident Report Module
79	Weapons Inspection / Qualification Records	Throughout Service Life of Weapon	Uniform Patrol Division Commander	Uniform Patrol Division Commander's Office	Maintained Electronically
80	Department Work Records	3 years	Finance Technician (Once Submitted by Department Supervisors)	Finance Technician's Office	
81	Workers Compensation Forms	Length of Employment	Personnel and Training Officer	Personnel and Training Office	
82	Wrecker Logs	3 years	Communications Manager	Tyler Public Safety CAD System	Maintained Electronically

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