

# TYLER POLICE DEPARTMENT

## GENERAL ORDER:

	<b>DATA MANAGEMENT</b>	
	<b>EFFECTIVE DATE: 03/21/1994</b>	
	<b>REVISED DATE: 03/24/2024</b>	
<b>CALEA STANDARDS: 1.2.5, 11.4.2, 42.1.3, 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.2.1, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.5, 82.3.6, 83.2.2</b>		

### 23.201 DATA MANAGEMENT PURPOSE

- A. It is the policy of the Tyler Police Department to establish a Data Management Unit within the organizational structure of the Department. Data Management functions respond to the needs of the Department as a whole. The Data Management Unit is the central repository and source for dissemination of all accident, incident, offense, investigative, pawn, and arrest records of the Police Department.
- B. The Data Management Unit is to assist in attaining the objectives of the Department by performing technical and support activities and performing the records keeping function of the Department. It shall use effective, modern record-keeping techniques in a manner that will provide the best possible service to the Department and to the public.

### 23.202 UNIT PERSONNEL DUTIES AND RESPONSIBILITIES

- A. In addition to the specific duties delineated in General Order 02.400, the Data Management Supervisor shall be responsible for the following duties:
  1. Supervise all phases of operation activities of the Unit. This may include training, advising, maintaining discipline, rendering assistance, and checking efficiency of personnel.
  2. Utilize volunteers in the Unit effectively.
  3. Review and investigate complaints made by citizens or officers in regard to unit performance.
  4. Assist in revision of procedures in accordance with changes in General Orders.
  5. Review the RMS system to ensure officers are completing their reports within a

timely manner.

a. This involves at a minimum, but not limited to:

1. Case Reports.
2. Supplements.
3. Field Investigation/Field Case Report Cards.
4. Case Information Updating/Changing.
5. Arrest reports
6. Accident reports.

b. This information is available to all officers once entered into the Department's computer.

6. Comply with open records requests as required in the Texas Public Information Act.
7. Prepare an annual written evaluation as to the effectiveness of the Unit.

B. The Data Management Specialists will, in addition to those responsibilities set forth under General Order 02.400, be responsible for the following duties:

1. Answer telephone calls and process according to guidelines established by the Department and the Texas Public Information Act.
2. Ensure timely entry of the reports into the computer system by officers.
3. Operate the data entry computer system to enter, receive, and manipulate associated data.
4. Maintain security of Data Management Unit storage areas that will prevent loss or destruction of reports.
5. Maintain accurate files on various activities as required by Department General Orders, City Policy, NIBRS and NCIC-TCIC guidelines, State Law, and the Texas Public Information Act.
6. Maintain the various equipment under the span of operations of the Unit (i.e., microfilm, computer terminals, copy machine, fax, cash register, printer, etc.).
7. Be able to perform with the Tyler Police Departments Computer System, the data entry software and the overall reporting system, and the switchboard (telephone) system as well as know the location of the storage areas within the Unit.
8. Comply with public information requests as required by the Texas Public Information Act.
9. Perform related work as required.

#### 23.203 DATA ENTRY

The Data Entry function provides automated data processing support to the Department. Data entry may include entering report data into the computer and retrieving such information necessary to compile reports or statistics needed for the efficient management of the Department.

#### 23.204 DATA MANAGEMENT FUNCTION

The responsibilities of the Data Management Unit are at a minimum, but not limited to:

1. Daily records review.

- a. Ensuring all reports are completed in the records management system (RMS) in compliance with administrative directives.

- b. Ensuring that an incident number, record, or report is made for each request for service.
  - c. Ensuring that all supplements are completed in the records management system (RMS) in compliance with administrative directives.
2. Report control.
3. Record entry as needed.
4. Records maintenance.
  - a. Ensuring the original record is maintained in the Unit.
  - b. Ensuring the completed investigative file is maintained in the appropriate network location under data management control.
5. Records retrieval.
6. Legal Process.

Records checks for the Department, other governmental agencies and individual citizens as mandated by the Texas Freedom of Information Act, TCIC/NCIC and the U.S. Department of Justice Regulations (28 Code of Federal Regulations Part 20).

7. Security of Records under its control.

#### **23.205 REPORTING OF INCIDENTS**

All requests for Police service and employee initiated activity shall be properly documented in the records management system (RMS) by employees in the field through mobile computer reporting, by employees through direct entry, or by personnel in the Communications Unit. Once this information is entered, the Data Management Unit will be responsible for the maintenance and retrieval of the information. This information includes, but is not limited to:

1. Citizen reports of crime.
2. Citizen complaints.
3. Citizen requests for services when:
  - a. An employee is dispatched.
  - b. An employee is assigned to investigate.
  - c. An employee is assigned to take action at a later time.
4. Criminal and non-criminal cases initiated by law enforcement officers.
5. Incidents involving arrests, citations, or summonses.
6. Documenting that all policy procedures were followed. Examples of procedures are; confirmations of warrants, securing prisoners by seat belt, search of prisoner, etc.

#### **23.206 REPORT INFORMATION CONTAINED IN THE REPORTING SYSTEM**

Records maintained in compliance with the above section shall, if possible, include at a minimum, but not be limited to:

1. Date and time of the initial report.
2. Name (if available) of the citizen, complainant, or victim requesting service.
3. Nature of the incident.
4. Nature, date, and time of action taken, (if any) by Department personnel.
5. Press release and narratives

### 23.207 REPORTING PROCEDURES

- A. Reports filed by members of the Department will be entered electronically via laptops or other computers or, in the case of computer outages, written on the standardized forms approved by the Chief of Police. The electronic forms utilized in the field reporting of incidents will include (at a minimum):
  - 1. Computer Aided Dispatch Calls for Service (if CAD has failed then the TPD Call for Service form).
  - 2. The incident module in the mobile data terminal or RMS system.
  - 3. The field contact module in the mobile data terminal or RMS system.
  - 4. The C.R.I.S. (crash records information system) CRASH report writing system provided by the Texas Department of Transportation and the Texas Department of Public Safety.
  - 5. Brazos electronic traffic accident reporting.
  - 6. Brazos electronic traffic citations (Movings and Warnings).
  - 7. Brazos electronic towed vehicle module.
  - 8. In the event of all aspects of computer failure, employees of the department will immediately switch to the manual mode and utilize the proper Tyler Police Department paper reporting forms as listed in the Field Reporting Manual.
- B. The Field Reporting Manual will contain the uniform procedures that will apply to all members of the Tyler Police Department (or other personnel who fill out a TPD Report Form) who must complete a report form or electronically enter a report that is utilized by the Department. The Manual is intended to cover all aspects of the reporting system. If an incident occurs that is not covered within the Manual, it should be brought to the attention of the Division Commander for procedure decisions and possible additions or modifications. The Manual will be considered an official part of the Tyler Police Department General Orders.

### 23.208 CASE IDENTIFIERS

- A. It is important to identify and separate each official Call for Service/Case Report with a unique incident/case report identifier. The Computer Aided Dispatch (CAD) System creates a call number for incoming calls that is assigned at the time the call is received in the Communications Unit. If a report is to be written, the assigned personnel will generate a case number or request one from Communications. The numbering system will be sequential and identify the year (i.e., 94-00001).
- B. In the event of CAD failure the Communications Unit will immediately switch to a manual mode and utilize the "Calls for Service" form.

### 23.209 SUPERVISORY REVIEW OF REPORTS

- A. A critical process in any records reporting procedures is the accuracy and completeness of each report. All reports that are submitted electronically shall be reviewed by the reporting officer's supervisor or a supervisor on duty. The reviewing supervisor shall be held accountable for ensuring that all information is acceptable by department standards.
- B. Electronic reports are sent to RMS (records management system) once the employee's supervisor approves the report. In the event a handwritten paper report is required, it will be submitted to the employee's supervisor for approval and then to the Data Management Unit for entry into the RMS system.

C. Supervisors shall provide necessary guidance and training to improve all noted discrepancies in report writing in accordance with the standards of the Data Management Unit.

1. First line review will include at a minimum, but not limited to:
  - a. Completion of all required blocks (based on nature of incident).
  - b. Completion of narrative sections (if required). Ensuring that the who, what, when, where, why and how are indicated.
  - c. Readability.
  - d. Signatures of the actual writer and partner, if applicable, and the officer's identifying number. No signature is reviewed when the laptop is utilized.
  - e. Inclusion of all elements required to support prosecution.
  - f. Electronic reports needing corrections should be rejected and sent back to the officer's box with rejection notes. If a paper form is approved, identify any corrections required on a corrections indicator attached to the report.
    - (1) Notify the writer of corrections needed.
    - (2) Assure corrections are made within three (3) working days.
  - g. Electronic signature of the reviewing supervisor once the report has been completed correctly.
  - h. Ensure that all case numbers start with YY-case number
  - i. Ensure that all procedures required by policy were performed and documented in the report. Examples of procedures are; confirmations of warrants, securing prisoners by seat belt, search of prisoner, etc.
  - j. If a supervisor rejects an electronic report for correcting by the reporting officer that involves the reporting of a criminal offense which needs immediate attention, the reviewing supervisor will make a copy of the rejected report and route the copy of the report to the proper investigative supervisor so that follow-up action can begin.
2. Assign the report to the appropriate investigative division supervisor through RMS.
3. Electronic reports will be processed for correctness in the following manner:
  - a. Each duty day, report writers are to check the electronic report rejection box, the report correction notice, and their departmental e-mail for reports that need correcting.
  - b. Supervisors are to make sure that corrections to reports are made within three (3) working days. If an employee is scheduled to be off duty for more than 3 working days, the electronic report will be printed by the supervisor and submitted to Data Management to meet the state mandated submission period.
4. Hand written reports, will be submitted to the "to be signed" basket located in the patrol report room. The reviewing sergeant will process the report, either signing it or noting corrections to be made, and place the report in the Data Management basket.
5. Original hand-written reports are not to be held or stored in any location (after initial review process) other than the Data Management Unit. Refer to 23.230 for exceptions.

D. The Data Management Supervisor shall be responsible for the review, control, and maintenance of all reports submitted to the Data Management Unit. The final decision as to the acceptance of a case report by the Data Management Unit will remain the responsibility of the Investigative Division Commander. These functions shall include at a minimum:

1. Check reports for thoroughness and accuracy.
2. Identify reports that need corrections or additions.
3. Identify any reports that have not been submitted.
4. Problems which are recurring shall be brought to the attention of the employee's Supervisor for appropriate action.
5. Routine review of report errors will be made to establish identifiable problems, trends, or training weaknesses.
6. The Data Management Supervisor shall make an annual evaluation of the Data Management Unit and records management system (RMS) to ensure that the policies and procedures are being followed and that the systems are meeting the needs of the Department and the public. The Supervisor shall make a written report to the Division Commander stating the condition of the operation and any suggestions for improvement. The evaluation should ensure that all incident numbers are accounted for and properly assigned.

**23.210 DISTRIBUTION OF REPORTS**

- A. Reports will be processed daily through the Daily Records Review module of RMS.
- B. Reports which are entered into the computer system may be accessed by those Units and employees who have a need for the information and who have been provided access.
- C. A "media" copy of certain incident reports will be uploaded to the Police department website for public and media access via the P2C module as permitted through the Texas Public Information Act.
- D. Copies of reports will be available for a fee to the public, news media, and insurance companies. The reports and information that may be released as well as the fees that are charged will be in accordance with the Texas Public Information Act.

**23.211 REPORT STATUS**

- A. The status or disposition of a particular report or case will be computer coded. The status and disposition codes are listed in the Report Status Table of the departmental computer system.
- B. As a case is investigated, the investigator shall make supplemental reports to show any updated information. Each open case will be supplemented no later than every ten (10) days by the investigator.
- C. Case disposition may be obtained through City of Tyler Municipal Court personnel and the Smith County District Attorney's computer. Review of this information can assist in identifying problems and ensuring that cases are prepared and presented in the best manner possible.

1. Open cases, once routed, will be assigned to department personnel for follow-up investigation. Supervisors of the personnel assigned the investigation will be responsible for the tracking of the ten (10) day status of required reporting procedures.
2. Cases can be open, closed, suspended, cleared by arrest, unfounded, or cleared by exceptional means with the approving supervisor's notation. Once a case meets the criteria of any category (other than open or cold), no further written action is required unless directed by immediate supervisor or unless the case is re-opened. In this event, the ten (10) days status again shall apply.
3. The immediate supervisor should review, on a monthly basis, all open cases assigned to personnel in the unit through the Case Management Module of RMS.
4. The Crime Analyst will, at the beginning of each, month review all previous submitted documents to confirm the arrival, data entry, and status that will assist with the production of the monthly NIBR Report.

#### **23.212 CITIZEN ONLINE REPORT PROCEDURE**

- A. The Citizen's Online Report System (P2C) is available on the Tyler Police Department Website @ [www.tylerpolice.com](http://www.tylerpolice.com). The P2C Online Report system will be used for police incidents and all crimes within the City of Tyler without evidence or information, which may lead to the identity of a suspect and/ or the suspect apprehension as authorized by the Chief of Police.
- B. Approving Supervisor Responsibilities:
  1. The reviewing supervisor will review the reports and import those that are approved into the Online Reporting System queue in accordance with the current report review process. If the citizen report is misclassified, such as vandalism instead of an auto burglary, the approving supervisor will classify the report according to the elements of the offense described by the citizen author.
  2. The approving supervisor will refrain from making grammatical corrections to citizens' reports. If the supervisor determines the report was misclassified, it may be modified to fit the most appropriate section.
  3. If there is a question as to the reports content, the reviewer should attempt to contact the reporting citizen by telephone prior to rejecting the report and make the needed correction to the Online Report
  4. If the supervisor rejects a report, the reason for rejection will be appropriately and professionally noted in the rejection box, which is then sent via e-mail to both the citizen and to the rejecting supervisor's email box. The case is now complete and no further action is necessary.
  5. The reviewing supervisor may request a patrol response when, in the reasonable judgment of the supervisor, circumstances indicate an investigation is warranted. In this circumstance, a rejection should be sent to the citizen and the supervisor will state in the rejection box that a response will be made.
  6. After reviewing and approving the online report, the approving supervisor will ensure the appropriate administrative division is assigned and notified of the online report after it is merged into the department's computer system. This notification may be made via telephone or email.

- C. Any citizen who does not wish to file his or her report using the online reporting system may file the report in accordance with current existing departmental policies for accepting reports.

23.213 RECORDS SECURITY

- A. The privacy and security of the Data Management unit shall be in accordance with local and state statutes as well as departmental policies. The Data Management Unit will be the centralized record repository for the department. This will require security of the master records maintained on a twenty-four hour basis.
- B. The privacy and security of Criminal History Record Information (CHRI) will be in compliance with U.S. Department of Justice regulations (28 Code of Federal Regulations, Part 20), the Texas Public Information Act, and Texas Law Enforcement Telecommunications System ("TLETS"). The release of any information to any unauthorized persons is in direct violation to the privacy laws and department policy. To assure the completeness of any record the following at a minimum will apply:
  1. All reports will be completed prior to the end of the officer's tour of duty. No reports will be completed at a later time unless an emergency exists and with approval of a supervisor. If for any reason a report cannot be completed, the officer will notify an immediate supervisor as to the reason why they cannot complete the report.
  2. The report will be submitted through the mobile field reporting system to a Patrol Supervisor who will approve/reject the report. A supervisor's electronic approval will indicate the report complete.

Supervisors shall not approve incorrect reports. After the reports have been rejected by a supervisor and then corrected by the submitting employee, they should sent back through the approval process in the mobile field reporting system.

- 5. Reports (or attachments) will not be copied, transmitted, or provided to any person (except as specified by the Texas Public Information Act) or other Criminal Justice Agencies/personnel. No reports will be stored in non-investigative files or other locations unless approved by the appropriate Division Commander. Individual files outside the storage areas described in this policy are prohibited.
- 6. Only supervisory personnel will be provided with access into the Data Management Unit. Routine access for other personnel will be denied without specific approval.
- 7. The Data Management Unit door will be locked and secured. Access of authorized personnel will be by approved access only.

23.214 RECORDS RETENTION SCHEDULE

- A. The retention and destruction of public records is controlled by Texas Statutes: Texas Public Information Act, Government Code 552, and retention guidelines established by Tyler City Policy. Prior to any public records being destroyed a state form must be submitted to the City Clerk's Office. After authorization has been received from the City Clerk's Office and with approval of the Division Commander, records may be destroyed.

This procedure is subject to the following conditions and limitations:

1. No Departmental records will be destroyed as a routine without authority of the Chief of Police, or Assistant Chief.
2. Records to be destroyed must comply with the Texas Freedom of Information requirements, Department policies, the public's right of access, Texas State Library and Archives Commission, and Local Retention Schedule (General Records) (Public Safety), effective November 23, 1994.
3. All case report records shall be stored electronically before they are destroyed.

B. The Tyler Police Department is to maintain a retention schedule for all records contained in the Data Management Unit. This Unit will (at a minimum, but not limited to) retain records as follows:

1. Class C Misdemeanors .....	6 Mos.
2. Class A and B misdemeanors.....	2 Yrs.
3. Second and third-degree felonies.....	10 Yrs.
4. First-degree and Capital felonies.....	50 Yrs.
5. Driving While Intoxicated.....	10 Yrs.
6. Death in Custody Reports reported to Attorney General.....	Permanent
7. Major offense reports remaining Open or Unsolved (cold).	
Until Statute of limitations runs and case declared closed according to agency policy.	
8. Field Case Reports and Traffic Reports .....	1 Yrs.
9. Field Interrogation Cards.....	2 Yrs.
10. Pawn Tickets are kept as long as Administratively Valuable.	
11. Citizen's Report.....	2 Yrs.

23.215 DEVELOPMENT, MODIFICATION AND APPROVAL OF REPORTING FORMS AND OTHER DEPARTMENTAL FORMS

- A. The actual case reporting forms used by members of the Department become an important part of the Department's operations. They provide a permanent record of responses, personnel involvement, and activities that occur. It is important to develop a reporting form that is needed and that will impact the overall performance of the Department's end user. It is equally important that the reports used collect all necessary information that will enhance the case process, suspect identification and arrest, and court presentation.
- B. Individuals who identify deficiencies or need for modification to any reporting form should make this known, in writing, to their immediate supervisor. The following then apply:
  1. The immediate supervisor should then notify the Data Management Supervisor.
  2. The Data Management Supervisor will notify the Division Commander.
- C. If all concur a review process and development (redevelopment of existing form) will begin. If it is determined that a development team is required it may be appointed by the Chief of Police or Assistant Chief.
- D. The final product will be reviewed by the Chief of Police, or designate, and approved prior to use.

- E. The Police Department will from time to time have the need to develop a new form or modify an existing form. The form(s) should serve a primary purpose to obtain needed information in a concise, simple manner. Any Division requiring the development of a new form is to seek Department approval prior to implementation. All forms used by the Department will be identified by an assigned control number. This control number will be assigned by the Data Management Supervisor.

**23.216 HANDLING OF FUNDS BY DATA MANAGEMENT PERSONNEL**

The Tyler Police Department will routinely receive money from the general public for reproduction of reports and approved administrative functions. These fees are established by City of Tyler ordinance. Refer to General Order 24.100 Fiscal Management for additional information.

**23.217 INFORMATION IS ACCESSIBLE TO OPERATIONS PERSONNEL AT ALL TIMES**

- A. Copies of reports will be provided to authorized members upon request and/or justification.
- B. The Data Management Supervisor or designates shall be the primary contact within the Data Management Unit when requesting information or reports. The requestor should make the request (if time and knowledge of need is available) in a timely manner. If no one in Data Management is on duty, then the individual's immediate available supervisor should obtain the desired information.

Data Management information will be available on a 24-hour basis.

- C. Training will be provided by the Data Management Supervisor to all affected supervisors in the various procedures and methods when searching for reports.

**23.218 REPOSITORY OF RECORDS**

The Data Management Unit will maintain a repository of electronic reports to include offense reports in the records management system (RMS) in sequential number. These will include offense reports, on sight arrest reports, traffic accident reports, and non-sequential records (i.e.: FIC's).

- A. The reports entered into the RMS system will be filed by case/incident number in a sequential manner for means of retrieval.
- B. Juvenile records will be filed separately from adult records.

**23.219 ALPHABETICAL MASTER NAME INDEX**

There shall be an alphabetical master name index identifying persons listed in field reports. This will be cross-referenced to all documents in which that person has been named. This index can be accessed through the Records Management System.

**23.220 INCLUSION OF NAMES IN THE MASTER NAME INDEX**

- A. The Police Department will index all names identified in all official reporting forms. Each name will be entered into the Records Management System where the computer provides a means of tracking.
- B. Each name entered will also be identified as to the reason of entry by one of the codes

from the Person Type Information Heading Table in the departmental computer system.

**23.221 INCIDENTS BY LOCATION INDEX**

Through the use of the Records Management System or CAD event history, any incident or activity may be located by inquiry. The actual incident can be located by searching:

1. Full complete address.
2. Street name only (providing listing of all activities attached to street name).
3. Street name and direction (providing listing of all activities attached to street name and direction indicated).
4. Intersections.
5. Telephone numbers.
6. Common Name.
7. Any of the above searches can be done with partial information by utilizing the wildcard (%) function in RMS. (example: 6100Hollytree% will search for all apartment numbers at that location)

**23.222 INCIDENT TYPE INDEX**

The Tyler Police Department through its Police Computer System can provide a print out of incidents by type, location, date, time, incident number, name look-up, property look-up, vehicle look-up, and officers assigned.

**23.223 STOLEN, FOUND, RECOVERED AND EVIDENTIARY PROPERTY INDEX**

The Tyler Police Department maintains through its computer system a master index of all property contained in the property reports. Information can be obtained regarding any property by inquiring on any of the following:

1. Property Number.
2. Case Number.
3. Owner's Name.
4. Property Type.
5. Property Code Assigned by code from the Property Description Heading Table in the departmental computer system that includes codes for stolen, found, recovered, evidence, etc.
6. Make/Manufacture.
7. Serial/VIN Number.
8. Owner Applied Number.
9. Registration/License Number.

**23.224 THE POLICE DEPARTMENT MAINTAINS A CRIMINAL HISTORY OF EACH PERSON ARRESTED**

A. This agency maintains a Criminal History of each person arrested. This information can be obtained through the Department's Computer System in the arrest inquiry. The individual can be accessed by:

1. Dates of arrest.
2. Case Identifier.
3. Officers ID Number.
4. Actual Name of Arrested Individual.
5. Arrest Charge.

6. Arrest Number Assigned.

- B. An individual arrested and processed through the Crime Scene Unit will normally be photographed and finger printed. These records will remain under the control of the Crime Scene Unit.
- C. Criminal histories are also immediately available through the "TLETS" teletype system via access of any authorized teletype/computer terminal.

23.225 RESERVED

23.226 CASE PRESENTATION

- A. When an officer makes a custodial arrest or issues a citation and releases a suspect for a Class C misdemeanor other than for a traffic offense, it is the officer's responsibility to prepare the case for presentation to City Court. The officer shall place all supporting documents as well as photographs in the report basket located in the armory for supervisor review and approval. The supervisor, upon approving the paperwork, will place the completed packet in the "approved" report basket located in the armory to be picked up by the DA Liaison. The DA Liaison will scan all of the documents, including photos and attach them to the case in RMS. If paper traffic citations are completed, they will also be placed in the report basket located in the armory for supervisor approval prior to being placed in the city court collection box. Once all of the paper documents are attached to the case in RMS, they will be shredded. Electronic ticket writers are downloaded daily and are accessible to City court for review. City court has access to RMS and can view cases as well as any attachments as needed for court purposes.
- B. When an officer makes a custodial arrest for a class B misdemeanor or higher offense, a case packet shall be generated with all supporting documentation and placed in the report basket located in the armory for supervisor review and approval. The supervisor, upon approving the case packet, will place it in the "approved" report basket located in the armory to be picked up by the DA Liaison. Any item turned in with case packet that can be converted to digital will be converted. Case packets for patrol cases are stored digitally by the DA Liaison. The DA Liaison will be responsible for ensuring the case packet is complete before digitally submitting the case to the DA's Office in the manner required by the District Attorney's Office. If there are problems with the case presentation packet, the DA Liaison will send a request to the arresting officer, as well as notify their chain of command for correction.
- C. When an arrest is made in a case assigned to an investigative division, the assigned investigator shall be responsible for providing all case packet contents to the District Attorney's office.
- D. In all cases filed with the District Attorney's office for prosecution, the employee filing the case must provide documentation on the case presentation form that all documents, items, and information in the possession of this department required to be disclosed to the defendant have been provided.
- E. In the event any exculpatory evidence is located after a case is filed with the District Attorney, the person locating the evidence shall immediately provide the evidence directly to the District Attorney or to the DA Liaison who will immediately upload the evidence into the shared evidence site which automatically notifies District Attorney personnel. This requirement applies to evidence in any case under prosecution or any case that has already been prosecuted.

23.227 RESERVED FOR FUTURE USE

23.228 ARREST INFORMATION WILL BE DOCUMENTED – [1.2.5]

- A. One of the key functions of the Police Department is making arrests of suspects. The tracking of this information is mandatory, vital for future investigations, and court presentations. An Arrest Report will be completed as set out in the Tyler Police Departments Reporting Procedures Manual.
- B. Arrest reports shall be completed at the time of the arrest.

All persons arrested shall be photographed and fingerprinted as outlined below:

- a. All adults that are arrested will be processed at Smith County Jail upon booking. It is at the arresting Officer's discretion if he/she chooses to process the suspect at the Tyler Police Department.
- b. Juveniles in custody for status offenses should be processed at the Police Department, if possible.

- C. On all original arrests, Class B Misdemeanor and above, a Texas Department of Public Safety Criminal History Reporting Form(s) (CR43 and CR44) will be completed as needed. This is in compliance with Chapter 60 of the Texas Code of Criminal Procedure. Exceptions where the form is not filled out include arrests for Probation and Parole Violations, Bond Forfeiture, and upon arrest for Indictment if the person has been previously arrested for the charge.
- D. Routing of copies
  - 1. On arrests WITHOUT a warrant or WITH a Tyler Police Department case Warrant the CR 43/CR 44 and the fingerprint card are turned in at the book-in area located within the Smith County Jail.
  - 2. All copies of the DPS report forms and fingerprints on OUT OF COUNTY warrants remain at the Jail.
  - 3. All copies of the DPS report forms and fingerprints on SMITH COUNTY S.O. warrants remain at the Jail.
  - 4. If serving warrants of another agency, all copies of the DPS report forms and fingerprints will remain with the agency where the suspect is booked/housed. That agency will have the responsibility to forward the document to DPS.

23.229 ASSIGNMENT OF IDENTIFICATION NUMBERS TO ARRESTED OR SUSPECT PERSONS

- A. Individuals processed through the Crime Scene Unit will be assigned a permanent identification number that will be used for this and all subsequent arrests. The identification number book is located in the Crime Scene Unit. If the person has never been assigned a number, then the person will be assigned the next available TPD identification number located in the identification number book. If the person has already been assigned a number as a result of a previous arrest, then the previously assigned TPD identification number will be utilized.
- B. The Police Department's Computer System will assign a unique arrest number to an individual who is arrested. This arrest number is searchable and retrieval under the inquiry system of the computer, either by individual's name, case number assigned, arrest date, arresting officer, by charge, or actual arrest number assigned.

**23.230 FILES THAT MAY BE MAINTAINED OUTSIDE OF THE DATA MANAGEMENT UNIT**

- A. The Data Management Unit is the central depository for all original records. Some case files may not originally be stored in the Data Management Unit. The following files are exempt from filing in the Unit:
  1. Working files of active cases that are under investigation.
  2. Items of evidence (i.e., videotape recording, recorded confessions, case photographic negatives, etc.).
  3. Vice files that are active or if the involved name(s) were known and might hinder future investigations.
  4. Intelligence reports of any nature unless authorized by a Division Commander.
  5. Original property reports that were created prior to a digital records management system are stored in the Property Unit until such time they can be scanned into RMS. All new property submissions are stored in RMS.
  6. Active accident investigation files maintained by the Accident Investigators are to be kept in the Accident Investigations network folder.
- B. Once any case becomes inactive it shall be forwarded to Data Management for storage and electronic filing. Evidentiary recordings will be routed to the Property Unit utilizing a Property Report.
- C. On a monthly basis, investigative unit supervisors will notify the Data Management Supervisor when a case file being worked by an investigator is no longer an active investigation. Data Management will then move those investigator files to the Data Management drive for long term storage.
- D. The original investigative case file should remain in the Data Management Unit. In the event the case file is to be taken from the Data Management Unit, a certified copy of the contents of the case file is to be made by Data Management personnel and the copy is retained in the Unit in place of the original until the original is returned.

**23.231 JUVENILE RECORDS**

Juvenile (less than 17 years of age) records shall be kept separate from the adult records. All cases involving juveniles will be kept in a separate filing cabinet. Computerized juvenile records will be identified uniquely from adult records. Computer access of Juvenile Records will be granted by the Technology Coordinator when approved by a Divisional Commander. The computer system is configured to identify all juveniles as juveniles. Control of Juvenile Records of the Tyler Police Department will be under the guidelines of the laws of the State of Texas.

**23.232 NIBRS CRIME DATA - COLLECTION AND DISSEMINATION**

The agency, on a monthly and end of year basis, will collect and provide to NIBRS, statistical information as directed by NIBRS. The Crime Analysis will submit the data to the State of Texas who is responsible for dissemination of the information to NIBRS.

Approved: 05/18/23



---

Jimmy Toler  
Chief of Police