



# POLICY & PROCEDURE

## PORTAGE POLICE DEPARTMENT

SUBJECT: **RECORDS**

SCOPE: All Department Personnel  
DISTRIBUTION: Policy & Procedure Manual

REFERENCE: WI Statutes §§19.31-19.39;  
City Ordinance 2-534

NUMBER: 10.01  
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WILEAG 5<sup>TH</sup> EDITION  
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10.1.7, 10.1.8, 10.1.9

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**PURPOSE:** The purpose of this Policy & Procedure is to establish procedures to ensure that the records of the Portage Police Department are gathered and maintained in a lawful manner and that all traffic citation records are maintained properly.

This Policy & Procedure consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. RECORDS REPOSITORY
- IV. INCIDENT REPORTING
- V. MASTER NAME FILE
- VI. TRAFFIC CITATION RECORDS MAINTENANCE

### I. POLICY

- A. It is the policy of the Portage Police Department that the Records Division has the responsibility for ensuring the integrity and security of the records system.

1. This responsibility includes processing records; maintaining a secure repository; maintaining a records retention schedule; providing records access to department personnel; and handling requests for release of information contained in department records.
- B. It is the policy of the Portage Police Department that official records be generated and maintained to document all police activity; whether originated by a citizen or a department member.
- C. The Portage Police Department recognizes that its undertakings are matters of continuing interest and concern to the community. Acknowledging this fact, it is the policy of the Portage Police Department to provide the news media and other interested citizens with timely and accurate information regarding department activities while adhering to prescribed guidelines for information release.
- D. It is the policy of the Portage Police Department to account for all traffic citations issued to the department and to maintain their security, distribution, and a full accounting of each citation.

## II. DEFINITIONS

- A. RECORD: means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library as stated in WI §19.32(2).

## III. RECORDS REPOSITORY

- A. City of Portage ordinance designates the Chief of Police as the legal records custodian for the department.
- B. Authorization for inspection of department records shall come from the Chief of Police or designee.
- C. Records are available for request or inspection by the general public or news media during normal Administrative hours generally Monday thru Friday 8am-4pm.
- D. Police Department personnel shall have access to records 24 hours per day, 7 days per week.

- E. Employees shall treat as confidential the information which they gain through their employment; safeguarding the information as privileged. Employees shall disseminate information within the established guidelines contained in this Policy & Procedure and Wisconsin State Statutes; refer to Policy & Procedure 10.03: Open Records.
- F. The Records Division shall be responsible for the processing and storage of all original records. Computerized records can be accessed from any department terminal; however, access is allowed only by those personnel who have been granted security to enter the system.
- G. Intelligence files shall be maintained by the Investigative Division.
- H. Photographs and digital media will be maintained by the Records Division.
- I. Generally, only Administrative, Supervisory, Investigative, and Records personnel shall be allowed in the Secure Records area.
- J. Official records will not be removed from the department by any member of the organization, unless directed by court policy or with the express permission of the Chief of Police.
- K. If a record is pulled from a file, the record shall be returned to the file, to the re-file basket, or to a Records clerk for re-filing.
- L. Juvenile arrest cards, photographs, criminal history, and contact history shall be maintained separately from adult records in conformance with the juvenile code requirements.
- M. All reports and citations are kept electronically.
- N. All dispositions on cases shall be entered into the department's computer system as soon as practicable.
- O. All records generated by the Portage Police Department and shared with department personnel through shared records software, will be kept confidential and used for law enforcement purposes only.

#### IV. INCIDENT REPORTING

- A. All calls for service handled by the department, whether in response to a request from a citizen or resulting from self-initiated actions, will be documented in the department's records management system. These calls include, but are not limited to:
  - 1. Citizen reports of a crime.
  - 2. Criminal and non-criminal cases initiated by law enforcement employees.
  - 3. Any incident involving an arrest, citation, or summons.

4. Citizen reports of incidents other than crimes.
  5. Any incident resulting in an employee being dispatched or assigned.
- B. If two or more persons report the same activity, it should be documented only once.
- C. All incidents shall be assigned a unique sequential number.
- D. Police activity shall be documented in accordance with procedures set forth by the department.
- E. All reports shall be completed using the correct format or forms.
1. Offense/Incident Face Sheet Report (all arrests require a Report);
  2. Booking Sheets;
  3. State Traffic Crash Form;
  4. Wisconsin Municipal Court Citations;
  5. Wisconsin Uniform Traffic Citations;
  6. Parking Tickets;
  7. Traffic Warnings
  8. Domestic Abuse Packets
  9. OWI forms
- F. Officers shall dictate reports which shall be transcribed by an administrative assistant into the department's computer system. In limited cases, officers may type reports themselves as per department directive.
- G. Generally, reports shall be completed prior to the end of an officer's shift, especially if any of the following circumstances apply:
1. Death investigations:
  2. Investigations that result in the incarceration of a suspect held for charging:
  3. Major crimes, serious incidents, and serious motor vehicle crashes:
  4. Any report that the officer is unable to complete on the next consecutive calendar day (prior to days off or vacation).
- H. Reports shall be reviewed by a supervisor to ensure accuracy and completeness. If changes or corrections are required, the supervisor shall refer the report back to the appropriate officer for the necessary corrections.

## V. MASTER NAME FILE

- A. The department will maintain a master name file in the records management system. This function checks all files, with the exception of intelligence files, for the name or business specified.
- B. All contacts with persons or businesses that are documented through the use of incident/offense reports, accident reports, or citations will be entered into the master name file. These include, but are not limited to: arrestees, victims, complainants, suspects, witnesses, etc.
- C. The master name file contains:
  - 1. Basic name information including: name, address, and telephone number for all entries. Information on individuals may include dates of birth, social security number, driver's license numbers, and physical descriptions.
  - 2. The history of all documented department contacts with each person/ business in the system.
  - 3. The local arrest file for each person arrested by the department.
    - a) The department maintains juvenile and adult arrest files separately in the department's computer system.
- D. The department maintains an index of stolen, found, recovered, and evidentiary property in the record management system.

## VI. TRAFFIC CITATION RECORDS MAINTENANCE

- A. Electronic traffic citations (ELCI's) are distributed through the TraCS system and guarded by the department's IT infrastructure.
- B. All issued citations will be downloaded from TRACS by the end of the officer's shift.
- C. Citations are filed electronically via TraCS on the department server.

Keith J. Klafke  
Chief of Police

This Policy & Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein.

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