

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2409
SUBJECT Person-Oriented Identification Number		
REVISED		
REFERENCE SCLEA 14.9	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for the assignment of a specific and unique number for each person with whom personnel of the City of Anderson Police Department interact in an official capacity.

B. POLICY

An identification number is a person-oriented number and is assigned to a specific person. Once a person has been assigned an identification number, all subsequent arrests and information concerning that person should be referenced to his or her identification number. Each person who has been arrested should have only one identification number, although the individual may have been arrested on a number of different occasions and thus have different case and booking report numbers relating to them. The system includes a procedure for ensuring that identification numbers are not duplicated or skipped. The criminal history file(s) may also be referred to as an identification file or jacket and should include the following documents: criminal fingerprint card (red and white card), criminal history transcripts (state and federal), photograph (if available), and copy of arrest report. The file may be sequenced by identification number.

The criminal history transcripts may be excluded from the City of Anderson Police Department's files if they are accessible through state (SLED's) or federal information systems. (To ensure that SLED has assigned an individual State Identification (SID) Number, the agency must provide SLED with a criminal fingerprint card for each arrest made by the agency.) It is not necessary to have all documents in one file as long as a cross-reference points to the location of each document.

C. PROCEDURES

1. Index of Incidents by location & type (Electronic "Computer Data")
 - a. The Department's records management computer system maintains cross reference index files which can generate a computer printout, indexing by location and type, all criminal offenses reported. Numerous cross-referencing criteria can be searched including but not limited to victims, complainants, suspects, arrestees, aliases, etc.
 - b. The Department's records management computer system assigns a unique number to each person in the system and creates a unique jacket for each person. The jacket stores all police action for that individual. This includes: (SCLEA 14.9)
 - (1) Arrestees
 - (2) Suspects
 - (3) Complainants
 - (4) Witnesses
 - (5) Victims
 - (6) Any other

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2410
SUBJECT Recording Arrest Information		
REVISED		
REFERENCE SCLEA 14.10	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for recording arrest information.

B. POLICY

This general order specifies those offenses for which fingerprints and photographs are required. Additionally, it also provides guidance in keeping existing file information current for persons subsequently arrested, e.g., address, photograph.


C. PROCEDURES

1. An arrest record is made of all persons taken into custody and booked by the City of Anderson Police Department. (SCLEA 14.10A)
 - a. This record is maintained in the Records Unit after a disposition has been completed by the Anderson Municipal Court office. It can also be found in the booking module of the computer system.
 - b. For all arrest incidents wherein an incident report is required to be written, an incident report will be completed in accordance with general orders, rules and regulations, which reference that topic.

2. Arrest and Booking Reports
 - a. A booking report is to be completed for every custodial arrest, including traffic offenses. This report should contain all pertinent information on the suspect. The number cross-references the incident report for that particular incident.
 - (1) This report should be filled out as completely as possible.

- b. The booking officer is charged with this task along with the duty to take fingerprints and photographs of all persons booked into the jail by the City of Anderson Police Department. (SCLEA 14.10B&C)
3. For municipal court offenses, the record will consist of, at a minimum, an incident report and a booking report.
 - a. Some minor offenses may be written on a (SCUTT) as a courtesy summons, where as the white copy may be the only item on file.
4. For General Sessions offenses, the record will consist of an incident report, supplemental reports, copies of warrants, etc.
5. Fingerprinting is required. (SCLEA 14.10B)
 - a. All adult persons who are taken into custody are fingerprinted at the City of Anderson Police Department.
 - b. These print cards are forwarded to SLED where they are used to compile the individual's criminal history.
 - (1) The City of Anderson Police Department utilizes an electronic fingerprinting device and as a general rule, if this device is "up and running" it will be utilized for fingerprinting purposes.
 - c. The state assigns a State Identification Number for all persons whose fingerprint and disposition cards are received.
 - (1) This number is accessed by querying N.C.I.C. files using the individuals name, alias, date of birth and/or social security number.
6. Photographs (SCLEA 14.10C)
 - a. All arrestees are photographed during the booking process.
 - b. Photographs are maintained in the City of Anderson Police Department's booking module of the computer system.

By order of:



Martin D. Brown, Chief of Police

3-12-2010
Date