

# UW Whitewater Police



## Case File Management

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42.1.3

No. Pages:  
3

Special Instructions:  
CALEA 42.1.3, 82.2.3

Approved By:  
Chief Kiederlen

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New

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### I. Purpose

To provide UW-Whitewater Police Department (UWWPD) personnel with procedures for case file management.

### II. Policy

It is the policy of the UW-Whitewater Police Department (UWWPD) that a system for case status control shall be followed to ensure that appropriate information is recorded for each case.

### III. Procedure

#### A. Case Status Control System:

1. All calls for service are documented in UWWPD's Records Management System (RMS).
2. The RMS assigns a unique number to every call that is created.
3. Also documented within the RMS are the date and time the call was received, the location, the call type, the dispatcher, and what UWWPD personnel was assigned to the call.
4. Call summaries and supporting case file items can be attached to the call in the RMS.
5. If a determination is made to turn a call for service into a case that will require an incident report and further investigation, the investigating officer will generate a case for the corresponding call number in the RMS.
  - a. Electronic copies of documentation will be attached to the case in the RMS.
  - b. Supervisors will review and approve the reports within the RMS, along with reviewing other attachments to the case file as needed.
  - c. When a case is closed, the supervisor will mark the disposition in the RMS, including:
    - i. Inactive;
    - ii. Closed;
    - iii. Sent to DA;
    - iv. Arrested Adult;
    - v. Unfounded
    - vi. Other dispositions as needed.

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6. The investigating officer will also fill out a UWW Police Cover Sheet and place it in the corresponding basket in the squad room. The Cover Sheet will be used to:
  - a. Document action items to complete, the person completing, and the date completed;
  - b. Note items that are attached to the cover sheet to be scanned into the electronic file in RMS, or note photos or videos the officer would like administrative personnel to attach to the electronic file.
  - c. Note the officer's disposition of the case and the manner in which it is closed, including:
    - vii. Arrested Adult/Citation Issued;
    - viii. Inactive;
    - ix. Warning (Must note written or verbal);
    - x. Referred Charges to DA (Must note which DA Office);
    - xi. Referral to Diversion Program (Must note which Program).
  - d. The Cover Sheet will also be used by administrative personnel to document the case's initial and final disposition on the Daily Crime, Activity and Fire log.
  - e. When the case is closed by management, the supervisor in charge of approving reports will document on the Cover Sheet the date it was closed and the initials of the approving supervisor.
- B. Case files should contain a copy of preliminary investigative reports, records of statements, results of examinations of physical evidence, case status reports, and other reports and records needed for investigative purposes.
- C. Electronic case files in the RMS are accessible at preset levels to UWWPD personnel and limited other approved parties on campus, such as Housing, Dean of Students Office, and Athletics. See Attachment A for forms to be filled out for use outside UWWPD personnel.
- D. Paper case files are kept in the squad room of the UWWPD, which is only accessible by UWWPD personnel.
- E. Case files will be purged in accordance with state records retention schedules.

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## Attachment A. Outside Departmental Access Agreement

### Requirements for ProPhoenix Access

UW-Whitewater Police Department (UWWPD) uses ProPhoenix for their records management system. Within the ProPhoenix system, personal information, criminal history information and possibly medical information is housed in the various files. Information contained in ProPhoenix is subject to the FBI's Criminal Justice Information System (CJIS), the State of Wisconsin, and University policies. UWWPD is required to regulate, control, and monitor access to these records.

Access to ProPhoenix is available to you under the following conditions.

1. Your assigned ProPhoenix user account will not be shared.
2. Your immediate supervisor will notify UWWPD in the event of your resignation, termination, or retirement.
3. Records will only be viewed. **Printing, downloading, sharing, or emailing is prohibited.** You are allowed to maintain personal notes of reviewed cases.
4. Any copies of police records may be requested via email, phone, or verbally. The request will be filled under Wisconsin public records laws.

I understand and agree to comply with the conditions of UWWPD for ProPhoenix access. I understand that if any of the conditions are not followed, I will lose access to ProPhoenix and could face additional disciplinary actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

State of Wisconsin, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_,

\_\_\_\_\_  
Notary Public Signature and Seal

