

*Police*

**INDIVIDUAL TECHNICAL ASSISTANCE REPORT**

*In Response to a Request for Technical Assistance by the*

**Idaho State Police**

*- uniformity of  
in records system -*

December 6, 1972

**Prepared by:**

**Public Administration Service  
1313 East 60th Street  
Chicago, Illinois 60637**

**(Per Contract J-LEAA-015-72)**

# INTERNAL ROUTING/ACTION SLIP

<input type="checkbox"/> RECOMMENDATION/COMMENT	<input type="checkbox"/> LOG	<input type="checkbox"/> NECESSARY ACTION
<input type="checkbox"/> SEE REMARKS ON REVERSE	<input type="checkbox"/> FILE	<input type="checkbox"/> COORDINATE
<input type="checkbox"/> MAKE COPIES (NO. )	<input type="checkbox"/> SEE ME	<input type="checkbox"/> PER INQUIRY
<input type="checkbox"/> RETURN(BY )	<input type="checkbox"/> CALL ME	<input type="checkbox"/> INFORMATION

DOJ

I. PRELIMINARY INFORMATION

A. **Consultant Assigned:**

Captain Charles R. Connery  
Commander, Research and Development Division  
Seattle Police Department  
Seattle, Washington

B. **Date Assignment Received:**

November 7, 1972

C. **Date of Contact with LEAA Regional Coordinator:**

November 7, 1972

D. **Dates of On-Site Consultation:**

November 17, 18, 20, 1972

E. **Individuals Interviewed:**

Colonel L. Clark Hand  
Idaho State Police

Captain Ken DeYoung  
Idaho State Police

Lieutenant M. Lyal  
Idaho State Police

## II. STATEMENT OF THE PROBLEM

### A. Problem as per Request for Technical Assistance:

Update and suggest measures for providing uniformity to the records system of the Idaho State Police.

### B. Problem Actually Observed:

Same as II-A above.

### III. FACTS BEARING ON THE PROBLEM

- A. There are six district offices in the Idaho State Police organization. Each of these district offices sets up its own records system and determines the type of records kept. On-site visits in Boise and Twin Falls were conducted in concert with Captain Ken DeYoung, one of two area commanders for the Idaho State Patrol. Assistance at District One in Coeur d'Alene was provided by the district commander, Lieutenant M. Lyal, and the district secretary, Beverly Lieder. The assumption was made that these would fairly represent, in composite, the three districts not visited.

In discussing this problem with Colonel Hand and Captain DeYoung, it became clear their immediate objective was to obtain sufficient uniformity in district files and filing methods so that persons could be transferred between districts without having to learn an entirely new filing system. A secondary objective was to obtain an informed opinion on virtually every facet of their records system. Beyond some basic observations the latter seems well beyond the scope of this investigation, given the time limitations imposed.

B. Assumptions:

1. Records are filed because someone has a need for them at some later time for some purpose, or they are required by law to be kept.
2. The best records system contains the minimum number of entries consistent with item 1 above.
3. Redundancy requires compelling justification.
4. A filing system dependent on the memory of a key person is basically flawed.
5. Automated assistance can only be justified where:
  - a. The volume of entries is large, or
  - b. Extensive sorting, comparing, or arithmetic functions are needed.

6. Where logical alternatives permit, systems most compatible with existing systems are to be preferred.

C. Files Commonly Kept:

1. Daily Log

Each officer of any rank makes out a daily log for each day of the year. These logs are submitted at least once each week to the district clerk. Copies are coded and forwarded to Headquarters in Boise, where they are keypunched for computer generated activity reports. The daily logs are kept in the active file in the district station from one to three years. Daily logs for the preceding five years are stored within the district in inactive status. The logs are filed for each year by officers' names and in order by date. The ONLY requirement for these logs is as a memory aid for potential court action. This file is common to most districts although there is some variety with regard to the retention time in the active file.

2. Officers Report of Motor Vehicle Accident

The reports on motor vehicle accidents are made out by the officer in the field and submitted to the district station where they are typed by the clerk and forwarded to Headquarters, with copies to the district file. Variations exist in the retention time (active files) and the basic filing method. The typical file is in date order with *No Cross-Index*. District stations sell copies of these to the involved drivers, their insurance companies, and their attorneys. Difficulties arise when the request for a copy is made, usually by mail, for a significantly incorrect date. The volume of requests averages up to 10 per day per district.

3. Alcoholic Influence Report Form

The report forms and the accompanying lab test reports on blood alcohol (MOBAT) are retained in the district file in District Four, left with the individual officer in District One, and apparently indexed *only* in Boise. This central index file appears accessible by teletype but with long response times (5 to 40 minutes).

4. Personnel File

Each district station maintains a rather complete personnel file on each officer and employee assigned to the district. Significant differences were noted in the composition and handling of these files. A comprehensive personnel file on each person is also kept in Headquarters. With variations, the district file may contain:

a. Previous Rating Forms

Each officer is rated by his superior twice a year. Copies are sent to Boise Headquarters, and one copy is inserted in the district personnel file. There is no purge.

b. Personal Inventory

A complete record of all materials (vehicle, uniforms, etc.) issued to each officer.

c. Training Record

A record of all training completed by each officer is maintained. The record apparently does not contain information on education, i.e., college credits earned.

d. Letters of Complaint and Commendation

e. Vehicle Expense Record

5. Outstanding Warrants

Warrants are distributed to district officers for service. Some, not all, district stations keep an alphabetic index on these.

6. Notice of Driver's License Suspension

These are filed by date in some districts, alphabetically in others. No significant use appears to be made of them.

7. Sale of Records

Copies of receipts for money received for the sale of certain records are kept, as are records of funds forwarded to Headquarters.

8. Oil Company Charge Slips

These "customer receipts" are collected from the officers and used to double check vehicle expense records and daily logs. Filing methods differ greatly.

9. Radio Logs

Typed log sheets are made by radio dispatchers and kept in the district sergeant's office.

D. Observations on Districts Visited:

1. Headquarters

The administrative files kept by Colonel Hand's secretary are a separate problem. These files are highly individualistic. Of late, even the creator of these files has trouble finding certain material.

On discussion, the secretary seemed quite willing to shift the problem to the input process, if this would help speed file searching. In exchange for some additional effort in the input process, the method recommended should not only speed file search but make these files equally available to everyone in the office.

Other files kept in this office complex appeared relatively straightforward and workable and do not appear in need of alteration. Some confusion is apparent as to the requirement for retention. Most employees, when asked, assume that *every* piece of paper is required by law to be retained at least five years.

2. District Three—Boise

Outer office files consist only of:

- a. Personnel folders.
- b. Daily logs.
- c. Fatal accidents and those accidents where photos were taken. Accident photos are available for sale to the involved drivers and their insurance carriers.

The bulk of the information not listed above is filed by the district commander in his personal files. Some of this is redundant with the outer office files.

This district has a unique situation in its proximity to Headquarters (across a parking lot). Unlike other districts, it does not have its own dispatcher and makes no attempt to keep many files, relying on Headquarters files. Strangely, it *does* keep rather comprehensive personnel files on those assigned to the district, even though these are also thoroughly duplicated at Headquarters.

3. District Four—Twin Falls

a. The primary files in this district are kept in the district secretary's office, which is kept locked in her absence. Here we found:

- (1) Daily Log—filed by officer in date order, years 1968 to current in active file.
- (2) Accident Report—filed by day, within month, years 1969 to current in the active file and cross-indexed by name in a bound ledger.
- (3) Notice of License Suspension—filed by date.
- (4) DWI Reports, with Blood Alcohol Report attached—filed alphabetically within month.
- (5) Leave Record—filed within employee.
- (6) Vehicle Expense Records—charge slips, filed by man associated with.
- (7) Vehicle Record Books—a small (3 x 5) bound ledger book which stays with the vehicle until the book is filled or the vehicle surveyed out. All gas, oil, repairs, and accessories purchased are logged. Has no use other than field inspections. Were found jumbled in a file drawer.
- (8) Sale of Records—receipts for monies received were bundled with proof of amounts forwarded. Filed in approximate date order.

b. In other rooms the following files are maintained:

- (1) Dispatcher keeps:
  - (a) Card file of accidents dispatched; date order, very short retention.
  - (b) Card file of vehicles impounded.
  - (c) Clip boards of teletypes received and sent.

- (2) Sergeant keeps:
  - (a) Dispatch log.
  - (b) Directives received from superiors marked to show notification to men.
  - (c) Personal file drawer.
- (3) Lieutenant keeps:
  - (a) Personnel files.
  - (b) Files of personal correspondence.
  - (c) Materials for public safety talks.
  - (d) Items of personal interest.

4. District One—Coeur d'Alene

- a. General office files consist of:
  - (1) Daily Log—filed by man (identified by car radio number) in date order. Current year equals two file drawers.
  - (2) Accident Reports—filed by date, within county. There is no cross-index.
  - (3) Notice of License Suspension—placed on post-board in alphabetical order near dispatcher.
  - (4) DWI Reports—not filed but given to the individual officer involved. All inquiries are referred to him.
  - (5) Leave Record—filed by employee.
  - (6) Vehicle Expense Records—in sergeant's office.
  - (7) Vehicle Record Books—not kept.
  - (8) Sale of Records File—receipts for monies received filed by date. Proof of monies forwarded are kept separately.

(9) Dispatcher keeps:

- (a) Card file of accidents dispatched; date order, very short retention.
- (b) Card file of vehicles impounded.
- (c) Clip boards of teletypes received and sent.
- (d) Alphabetic card files on outstanding warrants.

b. In other rooms, office files consist of:

(1) Sergeant keeps:

- (a) Dispatch logs.
- (b) Basic personnel files.
- (c) Personal interest files.

(2) Lieutenant keeps:

- (a) *Part* of personnel file—letters of praise and complaint, filed by rank.
- (b) Items of personal interest.

D. Summary:

Two basic problems are apparent:

1. There appears to be little clear understanding or agreement on *why* certain files are kept or the needs they are to serve.
2. Confusion exists on the legal requirements for keeping records. Retention schedules and proper methods for disposing of filed materials are nonexistent.

In addition, it would appear helpful to define clearly the purpose, mission, and objectives of a district station. We are confident the organization has a general idea, but stating these in writing would go far toward clarifying which files are necessary to serve adequately that purpose. Further, lack of an up-to-date Manual of Orders and

Procedures as well as lack of a formal methodology for distribution of orders, directives, and special operating plans leaves internal communications unduly subject to inadvertent breakdown.

A special problem exists in relation to District Three (Boise). This district office operates as something of an appendage to Headquarters. A basic decision is needed concerning whether Headquarters should contain *all* of the District Three files or whether that district should have retention policies similar to the ones for the other districts. The problem is complicated by the fact that radio dispatching for this district is actually done from the headquarters building. Here, particularly, a complete definition of the functions and responsibilities of a district station would be useful in deciding between the options.

#### IV. RECOMMENDED COURSES OF ACTION

##### A. Introduction: Assumptions.

The following recommendations cover the primary, basic files noted in on-site visits. The assumption is made here that copies of new laws, regulations, attorney general opinions, and court decisions as well as departmental orders, directives, and policies would be routinely distributed to each officer. For these items no district file would therefore be needed.

Several basic principles to guide the development of a policy statement on district files are enumerated under "Assumptions." To further guide policy development one can usually obtain a rational solution to problems by asking:

1. What is to be filed?
  - a. How many per day, month, year?
  - b. Where?
2. Who needs to know?
  - a. For what purpose?
  - b. What reaction time is needed?
  - c. Over what time span?
  - d. Where else could he find out?
3. How will he ask the question?
  - a. What will he usually know about it?
  - b. If he frequently doesn't know that, what is the next most likely thing?

By carefully answering the above questions one can develop filing systems to serve the purpose without necessarily being an expert on filing or office procedures. Answers to question 1 will help decide: (a) the size and scope of the proposed file, and (b) whether the planned file actually meets requirements as shown in answers to question 2. Answers to question 2 will suggest: (a) whether this is a legitimate need, (b) whether this can be filed at Headquarters or is required in the districts, (c) how soon it can be purged, and (d) whether alternative sources which could provide equal service are available. Finally, answers to question 3 will help determine: (a) the primary file method and (b) any cross-indexes needed.

As a basic rule, people file things because they do not want to take the responsibility for throwing them away. For this same reason few files are routinely purged, at least to the extent they should be. We hope these statements of general principle and method can assist in the continual monitoring of files and in maintaining their responsiveness to current needs.

B. General Recommendations:

1. Define, in writing, the functions and responsibilities of a district station.

This definition might include:

- a. Provides basic services to the public related to patrol operations. The services include official information to drivers and their lawful representatives about accidents, location and status of vehicles impounded, and explanation of laws and regulations governing highway travel.
- b. Provides complete dispatching services to officers, including official file information on vehicle status, driver records, and unserved warrants.
- c. Provides field supervision and management of officer activities as well as logistic support (equipment, supplies, etc.).
- d. Provides office space for the district commander and sergeants and a "home base" for field officers for exchange of written communications and periodic squad meetings.

As the definition is refined over time it should become increasingly valuable in creating a ready understanding of the specific requirements for every employee position in a district and the "file memory" requirements for carrying out that responsibility.

2. Establish, by order, the approved files, indexes, and file retention schedule for a district station.

This order should make specific provision for requests for changes, additions, or deletions to the approved files such that changes, where allowed, will be made on a systemwide basis whenever possible. A continuing method of reasonable control is necessary to prevent districts' files from "growing away" from the adopted file structure. The file retention schedule should quote the applicable Idaho law, explain the mechanics of applying that law, and establish specific procedures for the purge of file materials.

3. Insure that District Three follows prescribed procedures for every other district.

Headquarters is a 40-hour per week operation. If we assume that the functions and responsibilities of a district station require service outside these 40 hours, it would seem that proper functioning of the district would impose record requirements outweighing the abhorrence of redundancy.

4. Recommended filing system for headquarters.

For the administrative file kept by Colonel Hand's secretary, we would recommend a subject matter administrative filing system with appropriate cross indexes as usually recommended by the IACP.

This system consists of eight major divisions which are general in nature and broad enough to include all subjects filed. Normally a 3 x 5 or 4 x 5 card file is constructed showing the major divisions and the principal subdivisions with cards listing the subject headings to be found within. Tab cards for the major divisions and subdivisions are helpful, as is color-keying both in this "finder" index and in the main file.

A primary rule is that this is a subject file system. There shall be no consideration given to who or what office originated the material nor to whom or what office it was sent. The subject matter of the document is the sole consideration. For example, if a Captain sends the Colonel a report on "motorcycle patrol" the proper classification should result in filing under "Patrol Methods" and *not* under "Planning," "Memos to the Colonel," or some other subject only tangentially related.

Cross-referencing: The need for cross-referencing may arise when: (a) two or more subjects are covered in one document; (b) the subject matter is not entirely clear; or (c) two or more synonyms may be used to describe the same subject matter. This cross-index may be accomplished in one of two ways:

- a. Make a cross-reference index sheet (of a distinctive color) and place this in the secondary file position. This should show what is being referenced and where it is filed.
- b. A popular method, particularly when first converting to this filing system, is to build a separate cross-reference file of 3 x 5 or 4 x 5 cards in addition to the primary "file finder" reference instead of proceeding as in (a) above. Each piece of material filed is referenced one or more times as needed with the filing code noted on each reference card. Thus a code of ADM-4-2 on each cross-reference would indicate the noted material is to be found in the major section titled "ADMINISTRATION," under the fourth subdivision which may be "Budget," and within this subdivision the second category, which might be "purchasing."

Implementation: The best method for implementing such a file is to remove all materials from the existing file and sort them into eight categories. This procedure will confirm the applicability of the categories selected as well as begin the basic rearrangement of materials. As each category is resorted into subdivisions a further check will be provided on the applicability of the subdivisions selected.

While this brief survey afforded too little time to construct a recommended category/subcategory listing for this agency, a proposed listing for a municipal police agency appears in the appendix as a demonstration of the method.

5. Recommended typical district station files.

a. Name cross-index.

It is recommended that, beginning January 1, 1973, all new entries into the district station accident file, all outstanding warrants, notice of license suspension, and wanted person teletypes be cross-indexed by name, preferably on a vertical rotary file. Each 3 x 5 index card created should contain the subject name at the top, address of residence underneath, physical description when available, and associated vehicle.

Below this basic identifying information a one-line entry should give the date of entry and reason (accident, license suspension, etc.). The color-keying of wants and warrants (pink), license suspensions (yellow), and accidents (white) would be of help to the dispatchers. Additional entries on the same individual would result in an additional line on the same card. A preplanned purge date should be typed in the upper right-hand corner of this card.

It is estimated that a 7,500 card capacity should suffice for most districts. By placing a multiple spindle rotary file on a typewriter stand, portability is provided. The name file, constructed in this manner, can only be of maximum benefit if it is readily available to the dispatcher as well as the station secretary. This index should be used by the dispatcher to augment, not replace, information normally sought by teletype.

Name file purge normally should be assigned as a responsibility of the off-hour dispatcher for daily accomplishment. This task would, of course, not begin until 90 days after the file is started. All purged cards should be given to the district secretary for destruction after purge of the document file.

Purge criteria should be:

- (1) Accidents—three years after most recent entry.
- (2) Warrants—one year after date of issue.
- (3) Notice of suspension—ending date of primary suspension period.
- (4) Wants from teletype—ninety days normal; sooner when circumstances of want indicate.

b. Accident file.

After creating a name index card for each driver involved, the accident report should be filed in date/time order. This is compatible with most existing files in the district stations. To insure that all documents (pictures, citations, etc.) associated with the same accident can be readily located, it may be prudent to attach a numeric identifier to each accident investigated. If a decision is taken to do so, we would recommend a numeric system capable of serving several purposes, to wit: first digit = district; second and third digits = month; fourth and fifth digits = date within month; sixth and seventh digits = year; eighth digit = day of week (Sunday = 1); ninth and tenth digits = sequence within day. An example of this would be:

5	12	05	72	3	08
District	Month	Day-Date	Year	Tuesday	Eighth Accident

This may be noted on the applicable records as 5120572308.

District dispatchers would have responsibility for assigning accident numbers. No two accidents should have the same number. The number is data processing oriented and easily accommodates accumulation of gross statistics. Within a district station, the last number issued in a 24-hour period (in the ninth and tenth position field) provides a daily accident tally. Adoption of this numbering system would simplify line entries on name cross-index cards, as well as serving as a check on filing position within the date order file.

It is recommended that the active district accident file contain the current year plus two. Assuming that the original reports are filed in Boise Headquarters, we see no point in keeping these "working files" in inactive status within the district. The Idaho State Police administration should petition the applicable authority for blanket permission to destroy duplicate copies of records at their convenience without the necessity for official permission on a case-by-case basis. In the unlikely event that legal action involving an accident commences after destruction of the district copy, copies can be obtained from the main file at Headquarters.

c. Daily logs.

The current handling and filing of these logs seems adequate and we recommend its continuance, i.e., filed within primary file section for officer involved, in date order. We would, however, recommend a significantly altered purge criteria. The original copy is retained in district files; a carbon copy is coded by the district secretary and sent to Headquarters where the copy is destroyed after being keypunched. Here again, it would seem logical that ISP could negotiate with the applicable authority on public documents for blanket authority to purge the original when its usefulness becomes minimal.

We would recommend that current files not exceed 12 months. To placate those officers who have developed a dependence on these for court testimony, each officer could be given the option of accepting purged copies for his personal file. We would further recommend that continued attention be paid to the frequency with which those (six months or older) are referenced. Should this prove minimal we can foresee a benefit in reducing the retention schedule to six months current. There is no purpose in maintaining purged copies in district storage.

d. Personnel files.

It is recommended that these be uniformly kept in a locked file cabinet in the district Lieutenant's office. The construction of this file should closely parallel those in

Headquarters, with the exception that records of training *and educational attainment* should be made an integral part of the district personnel file, as well as letters of praise and condemnation. Whether previous ratings ought to be used as a reference point when making current ratings is a subject of some debate. It can be said, however, that no more than five previous ratings ought to exist in the district station personnel folder. The Lieutenant may accept personal responsibility for keeping this file up, or he may delegate that responsibility to one or more Sergeants. Each (Lieutenant, Sergeant) should have a key to the file cabinet.

e. Notice of license suspension.

After the name index card (yellow) is made with the suspension termination date noted in the upper right corner, the suspension notice should be filed in order of the *termination dates*. Alternatively, if the name cross-index is *not* used these should be filed alphabetically. In either case, provision must be made for convenient access to this information by the dispatcher at all hours. In some cases, this may require rearrangement, if not remodeling, of the district station.

f. DWI reports.

There are issues involved here which call for an administrative policy decision. Some hold that this record has value only to the officer who made the arrest and will testify on it. At least one district secretary thought it beyond her authority to release *any* information to the defendant or his attorney other than the arresting officers name. While this is a policy matter for the Idaho State Police, we can offer some observations for consideration in developing that policy.

Reports made of official actions taken are records of the agency. One would expect, at a minimum, that copies of reports made on *any* arrest would find their way to the official file in Headquarters at Boise. The district files act as extensions of that official file out of geographic and logistic necessity. If the foregoing is true, then it would seem logical that a copy of the arrest report (DWI) would reside in the applicable district file.

Assuming the decision is made to require that DWI reports and the associated MOBAT reports be filed in the district file, we would recommend:

A name-index file card (white) be made in the name of the arrested party. The DWI report and its associated MOBAT should be filed in the accident report file in date/time order after sending the required copies to Boise Headquarters. No accident number would be issued. Other reports would be handled in the same fashion. If the original is to be filed in the district prior to trial, it should be forwarded to Headquarters when the accident file is being purged to replace the copy in the central file.

g. Sale of records file,

Copies of receipts for records sold (accident reports, pictures, trip permits, etc.) will be filed in date order. When money is forwarded to Headquarters the proof of this remittance is to be inserted in the file ahead of those receipts which exactly equal the dollar amount not covered by a previous remittance. At any point in time, the receipts ahead of the last remittance should equal the money on hand or in the bank.

h. Vehicle expense records.

These appear to involve several documents, including the daily log, credit card slips, and ISP Form 103 (there may be others). Collating and checking these various forms would appear to be a clerical function best suited to the district secretary. Sergeants may wish to do spot checks, and questions the secretary cannot readily resolve should be referred to the Sergeant. For filing purposes, a combination file including all notations of vehicle expense as well as leave records should be kept for each man and his vehicle in the general district file. Credit card charge slips should be stapled to this file folder (inside) in groups representing one month. It would appear that 90 days ought to be an adequate retention time for these charge slips. That can be readily checked with the fiscal office to ascertain audit requirements. If more retention time is required a separate file for charge

slips may be necessary. This folder can easily be filed with the daily logs as the file construction is the same. Vehicle record log books have no retention requirement and should *not* be kept in file.

i. Dispatch logs.

These should be gathered in date order and kept in the Sergeant's office.

j. Correspondence.

Because most correspondence received and originated by the district secretary involves sale of records, a date-order file would seem adequate. As long as the volume is very low, any filing method with which the district secretary is comfortable (so long as it is filed in a file drawer which clearly indicates its presence) would appear to be adequate. Current year plus one should be adequate retention.

k. Personal files.

It is reasonable to expect that the Lieutenant and each Sergeant will want to keep items of personal interest in their own file. While file space should probably be limited for such purposes to encourage periodic purging, these men should be given file space in their offices to use as they please with the following restrictions:

- (1) Items of general interest to all employees in the district (i.e., court decisions, departmental orders, policy directives, etc.) shall be dated and initialed to indicate the distribution of the material prior to filing.
- (2) One four-drawer locking file cabinet, in addition to desk space and provision for books and manuals, ought to suffice for the Lieutenant. This would include the personnel file.
- (3) For each Sergeant a single drawer of a four-drawer locking file cabinet should be sufficient.

C. Summary of Recommended District Files:

1. Activity files.

- a. Daily logs.
- b. Vehicle expense records.
- c. Credit card slips.
- d. Leave and assignment records.

Filing sequence:

Major division, each employee.

Subdivision, (1) Daily Logs.

Subdivision, (2) (b), (c), (d) above.

Within subdivision file in date order.

2. Case file.

- a. Accident reports.
- b. DWI reports and MOBATS.
- c. Crime and/or arrest reports.

Filing sequence:

Major division, year.

Subdivision, month.

Within subdivision file in date/time order.

3. Master name file—cross-indexes.

- a. Accidents.
- b. Outstanding warrants.
- c. Teletype wants.
- d. Notice of license suspension.
- e. Arrests and DWI's.

Filing sequence: alphabetic, color-keyed.

4. Correspondence file.

Filing sequence: date order.

5. Personnel file.\*

- a. Rating reports (five maximum).
- b. Training record.
- c. Personal inventory.
- d. Letters of praise and complaint.

Filing sequence: one folder per man, arranged alphabetically.

6. Fiscal control file.

- a. Sale of records receipts; single trip receipts.
- b. Proof of monies remitted to Headquarters.
- c. Materials requisitions.
- d. Shipping tickets.

Filing sequence: Date order, modified by necessity to balance (b) against (a) and (d) against (c).

\* In locker cabinet in Lieutenant's office.

D. Implementation of Recommendations:

These recommendations call for some choices to be made and for close liaison with those authorities responsible for carrying out the intent of the Idaho Public Documents Law. These steps must be taken first. After the recommendations have been accepted or altered, as the case may be, a District Station Filing Manual can be distributed in six copies (one per district). Of necessity this manual will have to spell out processing procedures; i.e., functions performed by the district clerk, distribution of copies, rules for giving information, etc., for each record mentioned. In distributing this manual an effective date for the procedures should be set. That date should allow a minimum of seven days after receipt at the district station for those concerned to study the materials and ask questions. Area commanders will assist their respective districts to make the required physical and/or filing changes necessary to carry out the intent of the manual.

Except for the merging of currently separate files, most changes should be implemented on a "day-one" basis. For instance, no name index cards should be created for records filed before that date. In that way the changes implemented should involve minimal file disruption.

Follow-up to this implementation should be twofold. Area commanders should conduct at least quarterly inspections of district station files to insure compliance with manual provisions. Also, a review procedure should be implemented to insure that the Manual is continually updated as problems are identified.

Appendix

MASTER OUTLINE  
ADMINISTRATIVE FILE

<u>Code</u>	<u>Title of Folder — Typical Contents (but not limited to)</u>
ADM	ADMINISTRATION
1	Administrative theory; administrative surveys; <b>general</b>
2	<b>Organization</b> (policy, theory, charts)
3	<b>Planning</b> function (policy, procedure)
4	<b>Budget and Finance</b> (policy, procedure)
4-1-1	Annual budget folders, individually labeled as
4-1-2	"1973 Budget," "1974 Budget," and so on
4-1-3	
4-2	<b>Purchasing</b> (policy, procedure, and working files)
4-2-1	<b>Purchase Requisitions</b> (procedure, files)
4-2-2	<b>Catalogs</b> and manufacturers' literature
4-3	<b>Funds</b> (policy and procedure on petty cash, change fund, receipts)
5	<b>Office Practice</b> (policy and procedure on routing, mailing, supplies, phone index, and so on)
6	<b>Reporting</b> (policy and procedure related to general activity, crime, traffic, inspection, and other internal reporting)
6-1	<b>General Activity Reports</b> (monthly and annual file)
6-2	<b>Uniform Crime Reports</b> (monthly and annual)
6-3	<b>National Safety Council Reports</b> (monthly and annual)
6-4	<b>Inspection Reports</b>
6-5	<b>History</b> of the department (notes, clippings, photos)
6-6	<b>Officers' Monthly Work Summaries</b>
7	<b>Direction and Control</b> (policy and procedure relating to leadership, supervision, and issuance of written directives and communications)
8	<b>Staff Meetings</b> (policy, agendas)
PERS	PERSONNEL
1	<b>Police Commission</b> (organization and procedure)
2	<b>Working Conditions</b> (in general, also surveys of general conditions)
2-1	<b>Salary</b> (schedules, surveys, pay plans).
2-1-1	<b>Merit Raises</b>
2-1-2	<b>Longevity Pay</b>

CodeTitle of Folder – Typical Contents (but not limited to)

2-2	<b>Days Off</b> , shift selection, hours of work, mealtimes (policy)
2-2-1	<b>Work Schedules</b> (current and previous)
2-3	<b>Overtime and Time Off</b> (policy, time slips)
2-4	<b>Annual Leave</b> (policy and procedure; vacation schedule)
2-5	<b>Sick Leave</b> (policy; sick report file)
2-6	<b>Insurance</b> — Health and Life (policy; policies; correspondence, claims)
2-7	<b>Workmen's Compensation</b>
3	<b>Recruitment</b> (policy, and procedure; includes recruitment, examination, selection, and appointment)
3-1-2	Folders for each test labeled "Exam-1-73," "Exam-1-73" (to correspond with the month and year of patrolmen's examinations) containing results, lists
4	<b>Promotion</b> (policy and procedure)
4-1-2	Folders for each test labeled for example, "Sgt. exams 1-73" and containing announcement, results, list
5	<b>Probation</b> (policy; tickler file to determine end of period)
6	<b>Performance Ratings</b> (policy and procedure)
7	<b>Rosters</b> (alphabetical listing of members; also by seniority in rank; and seniority in department)
8	<b>Resignation</b>
9	<b>Retirement</b>
10	<b>Disciplinary Action</b> —reprimand, transfer, suspension, demotion, dismissal (policy and procedure, not specific cases)
11	Individual personnel folders, filed alphabetically in a locked cabinet and divided into Active and Inactive. Each folder should consist of personnel action forms (attached to one side of the folder) and general information (attached to the other side) including personnel complaint investigations, performance ratings, information relating to skills and achievements, application forms, and transcripts.
12	Individual background investigation folders, filed alphabetically, again in Active and Inactive. Each folder should contain background investigation details, oral interview comments, and FBI and local fingerprint histories. This file should be kept locked and under the chief's personal control.

<u>Code</u>	<u>Title of Folder — Typical Contents (but not limited to)</u>
TRNG	TRAINING
1	Training (policy)
2	In-Service Training (policy, announcements, correspondence)
3	Academies and Special Courses (policy, announcements, correspondence)
4	College Programs (policy, announcements, correspondence)
5	Training Outline (filed alphabetically by subject matter)
OPS	OPERATIONS
1	Crime Causes and Prevention (in general; notes and theories on local conditions)
1-1	Crime Analysis (methods; reports)
2	Patrol (in general; its role in the department)
2-1	Patrol Distribution and Deployment (procedures; results of studies)
2-2	Patrol Methods and Systems (policy, procedure)
3	Crime Suppression Techniques
4	Crime Investigation Techniques
5	Police Procedure and Tactics ("How to Handle" series—files on policy and procedure for specific types of crimes and incidents, arranged alphabetically)
6	Mechanics of Arrest, Custody of Prisoners
7	Criminal Procedure
7-1	Arrest, Search, and Seizure (procedure, opinions)
7-2	Booking (policy, procedure)
7-3	Bonds (policy, procedure)
7-4	Court Procedure (arraignment through appeal—policy, procedure)
7-5	Complaints and Warrants (policy and procedure)
8	Traffic (in general; its role in the department)
8-1	Enforcement (policy and procedure for each type violation; notes; opinions)
8-2	Engineering (policy and procedure in signs, signals, and construction; studies and recommendations)
8-3	Parking Control (policy, plans, surveys, correspondence)
8-4	School Safety Patrol
8-5	Crossing Guards
9	Investigation Division (policy and role of division in department)

<u>Code</u>	<u>Title of Folder – Typical Contents (but not limited to)</u>
<b>SRVS</b>	<b>SERVICES</b>
1	<b>Communications</b>
1-1	<b>Radio</b> (policy, technical literature, FCC correspondence)
1-2	<b>Dispatching</b> (policy and procedure)
1-3	<b>Teletype</b> (policy and procedure)
1-4	<b>Telephone</b> (policy and procedure)
2	<b>Records</b> (policy and procedure related to the records function in general plus policy and procedure for each of the forms and files)
3	<b>Report Review and Classification</b> (policy and procedure)
4	<b>Facilities</b>
4-1	<b>Buildings</b> (plans, layouts)
4-2	<b>Building Maintenance</b>
4-3	<b>Equipment</b> Operation and Maintenance (policy, procedure, and correspondence; equipment inventories)
4-4	<b>Vehicle Maintenance</b>
4-5	<b>Identification</b> and Laboratory (policy, procedure)
4-6	<b>Jail Operations</b>
<b>PR</b>	<b>PUBLIC RELATIONS</b>
1	<b>Press Relations</b> (policy; procedure; press releases)
2	<b>Community Organizations</b> (policy; roster of organizations)
3	<b>Speeches and Public Contacts</b> (policy; speech file)
4	<b>Community Safety Program</b>
<b>LIA</b>	<b>LIAISON</b> (policy and procedure with outside agencies having contact with the department; in folders with listing as per telephone directory and divided into federal, state, county, local, and quasi-governmental such as National Auto Theft Bureau)
1	<b>Federal Agencies</b>
1-1	<b>Alcohol and Tobacco Tax Unit</b>
1-2	<b>Etc.</b>
2	<b>State Agencies</b>
3	<b>County and Circuit Court Agencies</b>
4	<b>City</b>
5	<b>Local Districts</b>
6	<b>Quasi-Governmental Agencies</b>

<u>Code</u>	<u>Title of Folder — Typical Contents (but not limited to)</u>
LEG	LEGAL ( <i>laws, amendments, decisions, and opinions</i> )
1	U.S. Laws
2	State Laws
3	County Ordinances
4	City Ordinances
5	Local District Regulations