



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

680 – COMPUTER EQUIPMENT, APPLICATIONS and SYSTEMS

GENERAL ORDER: 2022-XX
ISSUED: April 7, 2022

EFFECTIVE: April 7, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: February 25, 2022

ACTION: Amends General Order 2021-03 (March 26, 2021)

WILEAG STANDARD(S): 6.4.1, 10.1.1,
10.1.11

ROLL CALL VERSION

Contains only changes to current policy.
For complete version of SOP, see SharePoint.

680.10 TIME AND eTIME SYSTEMS (WILEAG 6.4.1, 10.1.1, 10.1.11)

F. PROPERTY FILES (TIME SYSTEM)

1. Stolen property may be entered into TIME system if the owner or custodian of the property has made a theft report that is on file.
(WILEAG 10.1.11.1)

2. Stolen Property File Entries with Special Requirements

a. Stolen / Rented / Leased / Vehicles

A loaned, rented, or leased vehicle or boat that has not been returned may not be entered unless an official police theft report is made of a files complaint results in the issuance of a warrant charging embezzlement, theft, etc. See SOP 630 Vehicle Thefts, Prior Authority Vehicle Use, and Theft by Fraud regarding.

b. Felony Vehicles

A vehicle used in the commission of a felony/wanted in connection with a felony may be entered immediately providing the whereabouts of the vehicle is unknown. A vehicle does not have to be reported stolen to be listed as a felony vehicle.

c. Stolen / Missing License Plates

A stolen or missing license plates may be entered into the CIB/NCIC database. If only one license plate was taken, the plate may only be entered when the remaining plate is removed/destroyed and the complainant/owner obtains new/corrective registration. If the owner/complainant wishes to retain the same license plate number, no entry can be made to the database. Documentation in the Record Management System (RMS) must be maintained detailing what happened to the remaining plate, and the fact that

the owner was directed to obtain corrective registration.

d. Recovered Firearms

A firearm that has been recovered by a department member must be queried through the TIME system to determine if the firearm was listed as stolen. If the firearm was not listed as stolen, the firearm shall be entered as a recovered firearm provided it remains in the custody of the department.

e. National Insurance Crime Bureau (NICB)

The National Insurance Crime Bureau maintains a database of vehicle records. This database includes information about manufacturer's shipping and assembly, vehicles imported and exported, thefts, impounds, salvage, auction, pre-inspection, vehicle claim, lien and rental information. In addition to providing access to these files, TIME System users may list vehicles on the NICB impound file. All NICB entries and queries are based upon a vehicle identification number. Prior to making entries to the NICB impound files, the department must have the vehicle in question in its possession or control.

f. Caution Indicator

When an agency lists property in the CIB/NCIC databases, they may have the option of having their entry bear a notation of 'CAUTION.' This notation should be listed on an entry whenever this agency has information that the subjects in a stolen vehicle/boat are armed and dangerous, or when an agency wishes a recovered stolen item be held for latent fingerprint examination. This determination should be made after an examination of all supporting documentation in the incident reports, to include past dealings with subject and/or suspect, and information listed on criminal history or other files. The reason for the armed and dangerous caution indicator must be included in the Remarks Field.
(WILEAG 10.1.11.1)

3. Accuracy of Records

The accuracy of records is an integral part of the TIME system and all entries of stolen property shall be in accordance with TIME system requirements. The member entering the record into the TIME system shall include assuring all available cross-checking was made and that the data in the record matches the data in the incident report or applicable request to enter stolen property into the TIME system.
(WILEAG 10.1.11.1, 10.1.11.2)

4. Property Data Files Modification / Supplementation

Department members shall enter as much information about the stolen property as is available, and if data becomes available to a later date, the record shall be modified or supplemented to include the new information. Inquires should be

made to the TIME System DOT files, CHRI files, Department of Natural Resources files, etc., RMS, and any other existing records to obtain all the data available. Any new information should be included in a supplemental report to show where the identifiers/new information was obtained. Any information that cannot be verified shall not be included in the data entry.
(WILEAG 10.1.11.2)

5. Property Data File Cancellations


All entries shall be removed as soon as it is learned that the property has been recovered. It is not permissible to wait until property is in the department's possession. The entry must be cancelled as soon as practicable. Once a record has been cancelled, documentation of the cancellation and reason for cancellation will be retained in the case file. The record should be queried again to ensure that it has indeed been removed from the database.
(WILEAG 10.1.11.3)

6. Purged Property Records

Records entered to the CIB/NCIC databases are retained in these files for a specified period of time in accordance with TIME system guidelines. When the specified time period has passed, records are purged from the databases. When notice is received a record has been removed from the database, a supplemental report will be filed to reflect this information. These records will not normally be re-entered unless there is some investigative value to re-entering the item to extend the retention period. This determination will be made on a case by case basis by a supervisor.

7. Department members shall have 24-hour access to the department's stolen property files through RMS. (WILEAG 10.1.11.4)

GF. Members who violate the TIME system policy may be subject to disciplinary action.



JEFFREY B. NORMAN
CHIEF OF POLICE