

	POLICY & PROCEDURE	SERIES # 1018	PAGE 1 OF 2
	SUBJECT <p style="text-align: center;">TRAFFIC RECORDS</p>		EFFECTIVE DATE 10/20/04
			OVERSIGHT Support Services
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1018 dated 02/20/03	

I. PURPOSE:

The purpose of this policy is to establish guidelines governing the Hampton Police Division's Traffic Records System.

II. POLICY:

The Hampton Police Division's Traffic Records System shall be located within the Central Records Unit. These records will be maintained in such a manner as to ensure the prompt transmittal of required copies to affected divisional units and to appropriate state/local agencies as required.

III. PROCEDURE:

A. The Traffic Records System shall include the following records:

1. Accident Reports
2. Public Vehicle/Taxi Permits
3. Money/Cash Register Receipts

B. Processing, maintenance, distribution, and retention of records:

1. Accident Reports
 - a. Completed accident reports receive a tracking number which is assigned by the Computer Aided Dispatch (CAD) System. The original report is sent to the Department of Motor Vehicles and a copy is maintained in file by tracking number for a period of five (5) years.
 - b. Information from accident reports is placed in the Pistol Records Management System. This provides a system for recording and analysis.
2. Parking Tickets

The Central Records Unit shall have access to parking ticket records maintained by the City Treasurers Office.

APPROVED:
CHIEF OF POLICE



3. Public Vehicle/Taxi Permit Applications

- a. Applications for Public Vehicle/Taxi permits will be investigated, processed and maintained in the Central Records Unit in accordance with [Policy & Procedure #1001](#), Public Vehicle Permits.
- b. Completed applications will be filed in the Central Records Unit for a period of five (5) years.
- c. Taxi Inspections – The Community Relations Unit personnel conduct taxi inspections as required by city ordinance. Upon completion of these inspections the forms are filed in the Community Relations Unit for a period of five years.

4. Money/Cash Register Receipts

Money/Cash register receipts will be maintained in the Central Records Unit for a period of three years plus the current year.

C. Release of Records

- 1. Accident records are available for public information in the Central Records Unit during normal business hours. Individuals may purchase copies of accident reports for a fee.
- 2. Public Vehicle Permit Applications are maintained in file for reference and information.
- 3. Money/cash register receipts are made available to the city auditor as necessary.

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