



GENERAL ORDER

DATE OF ISSUE

13 March 1974

EFFECTIVE DATE

14 March 1974

NO.

73-4B

SUBJECT

ORGANIZATION AND FUNCTIONS OF THE BUREAU OF ADMINISTRATIVE SERVICES

DISTRI-BUTION

C

AMENDS

General Order 73-4

REFERENCE

General Order 73-2

RESCINDS

I. PURPOSE

This order establishes the new organizational structure of the Records Division. The Records Processing Unit is redesignated as a Section.

II. Item III-F-2-d and Item III-F-3 are deleted.

Item III-F-3 is added and will read:

3. The Records Processing Section:

- a. reproduces and distributes case and supplementary reports.
- b. compares radio dispatch cards with the original copies of case reports to ensure the submission of case reports by originating units.
- c. prepares index cards for all case reports and certain identifiable lost or stolen property reported to the Department.
- d. sorts reports and index cards for filing.
- e. processes, reproduces, and distributes Traffic Accident Reports.

Item III-F-4 is added and will read:

4. The Identification Section maintains files of fingerprint cards, Criminal History Sheets, Identification Records, and Arrest Reports. This section is composed of the following units:

a. The Fingerprint Processing Unit:

- (1) processes fingerprints of arrested persons, wanted persons, penitentiary confinements and releases, and authorized applicants for employment or licensing.
- (2) maintains the master fingerprint file.

b. The Latent Fingerprint & Training Unit:

- (1) processes latent fingerprint evidence received from the Criminalistics Division.
- (2) maintains a file of latent print evidence.
- (3) prepares fingerprint evidence and provides expert testimony for court.
- (4) trains newly employed fingerprint technicians and lectures at the Training Academy.

c. The Arrest Report & Typing Unit:

- (1) maintains the Arrest Report files.
- (2) fills properly authorized requests for copies of records.
- (3) posts court dispositions to Criminal History Sheets and updates Criminal History Sheets with information from the FBI and other agencies.
- (4) makes index cards from Arrest Reports and Fingerprint cards for the Alpha File.

d. The Stop, Photo, & Correspondence Unit:

- (1) processes wanted persons notices and cancellations.
- (2) fills properly authorized requests for copies of photographs.
- (3) coordinates inquiries and fingerprint processing from other authorized agencies.
- (4) maintains a file of photographs of persons released from the penitentiary.

| indicates new or revised item

James M. Lockford
Superintendent of Police