

GENERAL ORDER

NUMBER:

82.1



SUBJECT:

DISSEMINATION OF ARRESTEE INFORMATION

ISSUE DATE:

MAY 31, 1990

RESCINDS:

DISTRIBUTION:

'A'

EFFECTIVE DATE:

MAY 31, 1990

REFERENCE:

TERMINATION DATE:

INDEFINITE

AMENDED DATE:

JUN 04, 2015

PURPOSE:

To provide a means for persons to obtain public information regarding arrests made by this Department.

PROCEDURE:

I. Arrest Log

- A. The Arlington Heights Police Department Arrest Log will be made available for public inspection at the Records Bureau Information Desk during the weekdays, Monday through Friday, 8:30 A.M. - 5:00 P.M., excluding all legal holidays recognized by the Village of Arlington Heights.
- B. The Arrest Log will be generated from information stored within the Department's Records Management System. The log shall contain the following information regarding each individual:
 - 1. State Bureau of Identification Number (SID Number)
 - 2. Police Department Arrest Number (P-Number)
 - 3. Arrestee's Name and Residential Address
 - 4. Physical Description
 - a. Sex
 - b. Race
 - c. Date of Birth
 - d. Height
 - e. Weight

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f. Eye Color

g. Hair Color

5. Police Department Incident Case Number

6. Offense Code of the Most Serious Charge

7. Arrest Disposition Code

8. Date of Arrest

9. Star Number of the Primary Arresting Officer

Upon the request of an individual, the Records Bureau Supervisor will be responsible for printing Arrest Log information for the previous fourteen consecutive days, which have been processed into the Department's Records Management System.

II. Request For Information

- A. Any person making a request concerning arrestee information will be allowed to read the Arrest Log at the Records Bureau Information Desk, and to take any notes that they may so desire. Upon completion of the review, the Arrest Log shall be disposed of in a manner consistent with the disposal of the Department's confidential records.
- B. Under no circumstances will any member of this Department provide copies of the Arrest Log for the persons so requesting.

III. Other Inquiries

- A. Any person requesting arrestee information regarding any non-misdemeanor traffic or local ordinance charge will be referred to the Records Bureau Supervisor. The Records Bureau Supervisor will be responsible for disseminating information in a manner consistent with this Order.
- B. All inquiries for other than criminal, traffic or local ordinance arrestee information will be referred

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to the current guidelines of the Freedom of
Information Act.