

EXEMPTIONS APPLY TO THIS SYSTEM

1. System Name: Crime Records Index System.
2. System Location: Jackson Graham Building, 600 Fifth Street, N.W., Rm. 5D-14, Washington, DC 20001
3. Categories of Individuals Covered by the System: MTPD officers, perpetrators of crimes, victims of and witnesses to crimes, persons contacted by MTPD members; persons reporting non- criminal events (false alarms, injured persons, traffic accidents).
4. Categories of Records in the System: **a. Warning Notice**: (issued to violators who are not formally charged): name, address dob, ssn, physical description; **b. Contact Card**:(filled out by officer who makes a voluntary contact with a person): name, address, social security number, phone number, driver's license number, physical description; **c. Event Reports** (recording of criminal or other significant activity such as injury to patron where MTPD responds): name, home and work/school addresses, dob, phone number, e-mail address, physical description; **d. Citation/summons** (charging document issued to violator in lieu of arrest): name, address, telephone numbers, physical description, driver's license number; **e. Continuation/Supplement Reports** (follow-up documentation of criminal activity): name, home and work/school addresses, dates of birth; **f. Suspect/Arrestee Supplement** (follow-up documentation regarding a suspect or arrestee): name, home and work/school addresses, dob; **g. Use of Force Report** (report filled out by officer when certain types of force are used): name, physical description; **h. Parking Violation Notices** (charging document issued to parking violators): name of violator, address, operator's permit number, date of birth, vehicle license plate, make and body type of vehicle; **i. Delinquency Report, PD 379** (report of criminal activity by juvenile): name, address, dob, work/school address, phone number, physical description; **j. Arrest/Prosecution Report, PD 163** (Summary of event submitted to prosecutor): name, address, telephone number, physical description, permit number; **k. Maryland Statement of Charges** (charging document): name, address, home/work telephone number, physical description; **l. Maryland Statement of Probable Cause** (statement of facts made in conjunction with Maryland Statement of Charges): name, address, home/work telephone number, physical description.
5. Principal Purpose: Document and analyze criminal activity.
6. Routine Uses of Records Maintained in the System: General Routine Use A (Disclosure for Law Enforcement Purposes); General Routine Use B (Disclosure Incident to Requesting Information); General Routine Use C (Disclosure to Requesting Agencies); General Routine Use D (Disclosure to Congressional Offices or Offices of Elected Officials in the Transit Zone); General Routine Use E (Disclosure to Courts or Administrative Bodies); General Routine Use F (Disclosure to Contractors, Grantors, Grantees, Federal Government Agencies, and Others); General Routine Use G (Disclosure for Administrative Claims, Complaints, and Appeals); General Routine Use H (Disclosure in Connection with Litigation); General Routine Use I

(Disclosure to WMATA Unions); General Routine Use J (Disclosure to the Government Accountability Office (GAO), Federal Transit Administration (FTA), or Other Government Oversight Agencies.

7. Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retrieved by: Date, number, and name.

Storage: Hard copies but some data on the records are entered electronically. In addition, some information contained on hard copies is included in an electronic database shared with other law enforcement agencies.

Safeguards: Locked file cabinets in locked office manned by sworn police officers. Lock is encrypted. Electronic records are protected by password. Limits on editing capabilities for electronic data. Back up system off site.

Retention and Disposal: Hard copies are kept for 7 years after which they are destroyed. Electronic records are kept indefinitely.

8. Systems Manager: Manager, Crime Analysis Division, MTPD.

9. Procedure for Notice, Access, and Contesting: Any individual who wants to know whether this system of records contains a record about him/her, who wants access to his/her record, or who wants to contest the contents of a record, should make a written request to the **Privacy Administrator, Office of General Counsel, 600 Fifth Street, NW, Washington, DC 20001**. Requesters will be required to provide adequate identification, such as a driver's license, contractor identification card, or a government issued identification document. Requests for correction or amendment must identify the record to be changed and the corrective action sought. Complete Privacy Policy Procedures are set out in WMATA's Privacy Policy Instruction 9.2/0, which is posted on WMATA's website. **To the extent permitted under WMATA's Privacy Policy Instruction 9.2/0, paragraph 9.0, "Exemptions", and applicable statutes and court rules, this system may contain information that is exempt from the provisions that permit access or contest. Exemptions may be complete or partial, depending on the particular exemption applicable. WMATA may in its discretion grant individual requests for access or to contest a record if it determines that the exercise of these rights will not interfere with an interest that the exemption is intended to protect. However, WMATA may not exercise discretion in a manner inconsistent with statutes or court rules.**

10. Records Source Categories: Arrested individuals, witnesses, victims, police officers, vehicles.