

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>RECORDS FUNCTION</b>		
<b>POLICY AND PROCEDURE 4.3.7</b>		
<b>Effective Date :</b> 05/27/10	<b>Accreditation Standards:</b> CALEA 82.1.1 CFA CHAPTER 34	<b>Review Date:</b> 07/01/2012

## **CONTENTS**

### **1. Records Unit Responsibility**

### **2. Records Unit Functions**

**PURPOSE:** To establish the function, control of, maintenance and distribution activities of the department's Records Unit.

**SCOPE:** This policy and procedure applies to all members.

**REVIEW RESPONSIBILITY:** Records Unit Manager

**POLICY:** This department adheres to the compliance statutes as set forth in Florida State Statutes regarding the retention of records and reports and the noting of such reports to specialized entities and ensuring status reports on follow-up. The central records function is basic to meeting the management, operational and information needs of this department and the needs of the public.

### **1. RECORDS UNIT RESPONSIBILITY**

- a. The Record Unit is established within the Palm Beach Gardens Police Department and is the central component for all of the department's incident related documents. The Records Unit is responsible for the control of department mail, directing walk-in complainants; records information requests and receiving payments for employment fingerprinting.
- b. The Administrative Support Bureau Major shall be responsible for the direction and control of the Records Unit; directing all functions regarding records information and management.
  - i. Police Service Specialist assigned to records shall be supervised by the Records Unit Manager.
    1. Police Service Specialist assigned to the Records Unit will be cross trained in order to better serve the department and the citizens effectively and efficiently.

### **2. RECORDS UNIT FUNCTIONS**

- a. It is the function of the Records Unit to serve as primary provider in the maintenance of all offense/incident and supplementary reports and other duties assigned by the Administrative Support Bureau Major or designated by the Chief of Police.
- b. The Records Unit shall make available services to include providing citizen information, records duplication and release (in accordance with state statutes and departmental policies), and the handling of general information so directed by the division supervisors or assigned by the Chief of Police.
- c. All reports and records shall be maintained in accordance with state law and department standards using alphabetical or numerical filing systems.
- d. The criminal, non-criminal and crash reports are placed into a numbered file folder corresponding to the chronological case number which has been assigned (i.e., 10-001234-beginning with the year (10), and case

number for the year). Computerized filing is done by master name, case number, or prior call (by specified date).

- e. Other functions of the Records Unit shall include, but not be limited to the following activities:
- i. Maintain and make available to police officers, authorized members and the general public:
    1. offense reports,
    2. supplementary reports,
    3. traffic crash reports,
    4. arrest reports,
    5. property reports,
    6. miscellaneous reports and traffic citation reports.
  - ii. Storage of criminal information files on each adult arrested. Juvenile files are maintained in a separate secured location.

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**INDEX AS:**

- RECORDS FUNCTION

**RESPONSIBILITY INDEX**

- ADMINISTRATIVE SUPPORT BUREAU MAJOR
- RECORDS MANAGER
- POLICE SERVICE SPECIALIST

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**APPROVED:**

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**Stephen J. Stepp**  
Chief of Police

03/10/2003

**Date**