

PALM BEACH GARDENS POLICE DEPARTMENT

RECORDS INFORMATION AND RELEASE

POLICY AND PROCEDURE 4.3.7.1

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PURPOSE: To establish procedures for control, and security of records and reports maintained in the police department.

SCOPE: This policy applies to all Police Service Specialist and members having custody of official records.

REVIEW RESPONSIBILITY: Records Unit Manager

POLICY: This department recognizes that records maintained and secured for retrieval and analysis of data will be a very important function in crime statistics, manpower studies and other designated statistics, including strategic and non-strategic activities, which may improve police services to the community.

1. RECORDS RESPONSIBILITY

- a. The Records Unit is responsible for retention, maintenance and dissemination of all law enforcement records produced by the department.
- b. Through the computerized entry of case reports, the department maintains a computerized repository of all offenses, arrests, and traffic crash reports.
- c. The original copy of offense, arrest, and traffic crash reports are filed by sequential year and case number and stored in a designated limited access area.
- d. All reports and records are maintained according to state law and department standards in order to provide security and authorized access.

2. POLICE SERVICE SPECIALIST RESPONSIBILITIES

- a. Responsibilities of the Police Service Specialist includes:
 - i. The receipt of all original reports produced by officers in the field for filings and UCR reports.
 - ii. Maintaining a records management system of files, numerical or alphabetical, for easy access when filing and retrieving reports; this includes quality control to assure the accuracy of the filing systems.
 - iii. Adhering to controls that assure each report created is assigned a case number.
 - iv. Routing and distributing copies of reports to appropriate units for comparative analysis or follow-up.
 - v. Processing additional paper work required by department members, courts or the state attorney.

3. RELEASE AND REVIEW OF RECORDS:

- a. The Administrative Support Bureau Major or designee will be the department authority regarding the release and review of department records to persons other than department members or criminal justice personnel.
- b. The primary laws governing the release of criminal justice records are Florida State Statute 119, Rules of the Florida Department of Law Enforcement Chapter 11C-6, and Title 28 Code of Federal Regulation Part 20.

4. CRIMINAL RECORDS

- a. Criminal History Records are not maintained in the Records Unit.
- b. When necessary, request for criminal records will be referred to the originating agency, the Florida Department of Law Enforcement, or the Federal Bureau of Investigation.

5. NON-CRIMINAL RECORDS:

- a. Only the administrator of support services or his/her designee may release or allow review of non-criminal records unless designated otherwise in the written procedures of this department.
- b. The primary personnel records for members are maintained in the human resources department and request from a non-employee will be referred to the human resources department.
- c. Personnel training records are maintained by the training coordinator in accordance with FSS 119.

6. REVIEW OF RECORDS:

- a. Any member allowing the visual review of any records will assure compliance with appropriate laws governing the right to privacy and public records access. Such member shall also assure the return of all reviewed records.

7. RELEASE OF JUVENILE RECORDS:

- a. The separation of juvenile and adult records is accomplished through a computerized automated filing system.
- b. Security and privacy are controlled by the Records Unit and Information Technology through a security clearance at computer terminals.
- c. Release of juvenile records shall be accomplished in accordance with Florida States Statutes.
- d. Those juvenile fingerprints, photographs, etc. taken by this department will be maintained in a safe and secure location by the investigations division.
- e. Fingerprinting and photographing of arrested juveniles is completed at the appropriate detention center.
- f. The retrieval or viewing of such confidential records (files) is based on a need to know criteria.
- g. Dissemination to criminal justice or non-criminal justice personnel shall be strictly control by authorized supervisors in accordance with applicable laws of the state.

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RESPONSIBILITY INDEX

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

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APPROVED:



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Date