

Laurel Police Department – General Order
Chapter III, Section 400, Order 401 – Department Records Section
March 24, 2015

3 / 402.05 POLICY

It is the policy of this Department to adhere to record retention schedules.

3 / 402.10 PURPOSE

The purpose of this order is to establish a retention schedule to be followed by all departmental personnel.

3 / 402.15 DEFINITIONS

None

3 / 402.20 PROCEDURES

A. GENERAL

All Departmental personnel will adhere to the following records retention schedule;

1. Arrest / Criminal History Files (Adult)
 - a. Informational file on each adult arrested by Laurel Police.
 - b. In addition to a summary card or sheet, the file may also contain;
 - 1) Arrest reports
 - 2) Copies of offense reports
 - 3) Copies of booking sheets or commitment cards
 - 4) Other information pertinent to the arrest, incarceration and disposition of each adult arrested.
 - c. Retention period- 75 years after the last contact with the Department or one (1) year after the death of subject.
2. Arrest Photograph (Mug Shot)
 - a. An arrest photograph is taken during the booking process and depicts a unique arrest number and date.
 - b. Retention period-75 years after last contact with the Department or one (1) year after the death of the subject.
3. Arrest / Criminal History Files
 - a. Same as “Arrest / Criminal History Files” as outlined in section A2. , except with reference to juvenile offenders.
 - b. Retention period- Until court ordered expungement or on the 25th birthday of the subject.

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4. Offense Reports
 - a. Police officers write offense reports to document crimes and the results of their investigations.
 - b. There are numerous forms used, depending on the type of investigation being conducted, such as;
 - 1) Incident reports
 - 2) Continuation reports
 - 3) Supplemental reports
 - 4) Property reports
 - 5) Audio tapes transcribed on paper
 - 6) Polygraph test results
 - 7) Photographs
 - 8) Towed vehicle reports
 - 9) Video tapes
 - 10) Institutional receipts
 - 11) NCIC / MILES teletypes and messages
 - c. Retention Period:
 - 1) Solved Cases- Solved cases- retain for five (5) years, and then transfer to secondary storage facility for ten (10) years. After that, destroy the original and retain that CADIS File for twelve (12) years, for a total of 27 years.
 - 2) Unsolved Cases- until the statute of limitations has run.
5. Incident Reports
 - a. Reports concerning incidents or complaints which, on investigation, were of a non-criminal nature.
 - b. Retention period- Five (5) years.
6. Field Interrogation Cards
 - a. Reports or cards on persons or vehicles stopped and interrogated by officers in the field because of suspicious behavior.
 - b. Retention Period- Three (3) years in CID
7. Accident / Collision Records
 - a. MAARS form and reports supporting documentation concerning;
 - 1) Traffic accidents investigated
 - 2) Including accident reports
 - 3) Supplemental accident reports
 - 4) Photographs
 - 5) Correspondence and related information that are related, that are not made part of a subsequent Offense Record.
 - b. Retention Period- Three (3) years, then transfer to storage for ten (10) years.
8. Criminal and Civil Citations
 - a. Criminal and civil citation issued by Police Officers for minor violations of the law.
 - b. Retention Period- 75 years or one year after death of the subject.

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9. Criminal History Dissemination Records
 - a. Records that document the dissemination of criminal histories and other law enforcement information to other agencies or criminal information systems.
 - b. Retention Period- Five (5) years. Maintained by;
 - 1) Communication Section
 - 2) Records Section
 - 3) Criminal Investigation Division

10. Monthly Productivity Sheets
 - a. Reports or logs summarizing monthly the duty assignments, shift work, and general activity date.
 - b. Retention Period- Five (5) years. Maintained by the Bureau of Patrol Commander

11. Internal Affairs Case Files
 - a. Records relating to internal affairs, investigation of alleged officer misconduct, including all records relating to the initiation, investigation, and disposition of each case.
 - b. Retention Period-
 - 1) Sustained cases- Permanent
 - 2) All other cases- Three (3) years
 - c. A copy of all disciplinary actions is sent to City Hall for placement in the involved member's personnel file.
 - d. After an employee's departure from City employment, the Special Operation Bureau Commander and City's Personnel Services will maintain the file.

B. GENERAL AND OPERATIONAL ORDERS

1. Official orders, policy statements, and directives governing the organization and operation of the department or the procedures and standards of behavior of its officers.
 - a. Retention Period- One (1) copy of each order statement or directive permanently. Maintained by the Office of Compliance.

2. Statistical Report Files
 - a. Statistical reports and summaries of crime incidents, accidents, or other law enforcement related activities.
 - b. Monthly reports- As long as administratively valuable
 - c. Annual Reports- Permanently

3. Impounded and Abandoned Vehicle Records
 - a. Records relating to the impoundment of motor vehicles or abandonment of motor vehicles as reported by garage-keepers, including:
 - 1) impound reports,
 - 2) tow-in slips,
 - 3) notifications by garage-keepers, and
 - 4) copies of notifications of impoundment and abandonment sent to owners and lien holders
 - b. Retention Period- Three (3) years

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4. Property Records
 - a. Reports, cards, logs, or similar records that document evidential, stolen, or recovered property held by the department, including records relating to the release of returned or reclaimed property.
 - b. Retention Period- Three (3) years after return or disposal of property.
 - 1) Maintained by the Property Custodian
5. Alarm Permit Records
 - a. Lists, notices, letters of inquiry, property tags, receipts, and similar records concerning the sale or auction of unclaimed or impounded property.
 - b. Retention Period-Two (2) years after expiration, cancellation, revocation or denial of the permit.
6. Fingerprint Cards:
 - a. Copies of permits, inspection reports, false alarm reports, and similar records relating to burglary and robbery alarm systems.
 - b. Retention Period- Two (2) years after expiration cancellation, revocation or denial of the permit.
7. Employee Training Records:
 - a. These records document the type of training an employee receives and the level of proficiency achieved.
 - 1) Maintained by the Training Officer in the Office of Compliance.
 - b. Retention Period- Retain for three (3) years after departing employment with agency.
8. Intelligence Records:
 - a. These records contain anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations.
 - b. Retention Period-retain for as long as needed.
9. Traffic Law Enforcement Records / Citations:
 - a. Police officers enforce traffic laws by issuing citations, warning and repair orders.
 - b. Retention period- Three (3) years, then destroy.
10. Applicant Files:
 - a. Each potential employee has a folder that may contain an employment application, test results, and other background information.
 - b. Retention period- Three (3) years.
 - 1) Maintained by City Personnel Office and the Office of Professional Standards.

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11. Transmittal Forms:

- a. Transmittal forms are prepared to acknowledge payment to the Department.
 - 1) Daily Paid Parking Ticket Transmittal Forms
 - 2) Daily Balance Reports
 - 3) Daily Paid Mail-in Report Requests
- b. Retention Period- Three (3) years, then destroy. Forward to City Hall for storage.

12. Leave and Payroll Reports

- a. Contains information documenting employee hours worked and leave taken on a daily and monthly basis. These type of reports include:
 - 1) Accumulated leave reports
 - 2) Strength reports
 - 3) Monthly spread sheets
 - 4) Requests for leave forms
 - 5) Fair labor Standard Act Sheets
 - 6) Payroll and overtime reports
- b. Retention Period- Three (3) years and then transfer to the City Storage Facility for 25 years.
 - 1) Maintained by the Office Manager
- c. Police Equipment and Uniform Records
 - a. Uniform equipment records pertain to clothing and police equipment issued to members of the Department.
 - b. Retention Period- One (1) year after employee's termination from the Department, then destroy.
 - 1) Maintained by the Quartermaster

B. DISPOSAL OF RECORDS

- 1. At the end of the retention period for any records, the records will be destroyed by shredding or a controlled burning witnessed by the Deputy Chief of Police, the Police Chaplain, or other person designated by the Chief of Police.

3 / 402.25 GOVERNING LEGISLATION AND REFERENCES

City of Laurel Code, Chapter 17 – Traffic
CALEA Standards 26.1.8, 32.2.3, 42.1.3, 42.1.6, 82.1.3, 82.3.4

3 / 402.30 ANNEX

None