


## Records Department

### 803.1 POLICY HEADER

<b>Original Effective Date:</b>	<b>Revised Date:</b>
September 1, 2021	January 4, 2023
<p>Authorization:</p>  <p>Jason Haberman Chief of Police</p>	

### 803.2 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Mt. Lebanon Police Department Records Department. The policy addresses department file access and internal requests for case reports.

### 803.3 POLICY

It is the policy of the Mt. Lebanon Police Department to maintain department records securely, professionally and efficiently.

### 803.4 RESPONSIBILITIES

The responsibilities of the Records Department include, but are not limited to:

- (a) Maintaining a records management system for case reports.
  1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
- (b) Entering case report information into the records management system.
  1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.

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- (g) Ensuring court ordered expungements are processed in a timely manner with notification to all criminal justice agencies to whom reports were disseminated for compliance. This will include all electronic and paper reports.
- (h) The Records Department shall follow and maintain a record retention schedule according to the Municipal Records Manual.
- (i) Process permits, applications, fingerprint fees and record requests following the guidelines for collection of payment by the Finance Department.
- (j) The Records Department shall control visitor access to secure locations and record the name, agency, purpose of visit, date, time of entry and time of departure of the PSB.

#### **803.5 FILE ACCESS AND SECURITY**

The security of files in the Records Department must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Department, accessible only by authorized members of the Records Department. Access to case reports or files when Records Department staff is not available may be obtained through the Watch Commander.

The Records Department will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

##### **803.5.1 ORIGINAL CASE REPORTS**

Generally, original case reports shall not be removed from the Records Department. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Support Services Deputy Chief of Police. All original case reports removed from the Records Department shall be recorded on a designated [report check-out log](#), which shall be the only authorized manner by which an original case report may be removed from the Records Department.

#### **803.6 CONFIDENTIALITY**

Records Department staff has access to information that may be confidential or sensitive in nature. Records Department staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies.

## Attachments

## **Form 372 - Original Report Check Out Log.pdf**

