

COLUMBIA POLICE DEPARTMENT

Policy Manual

806 RECORDS UNIT

806.1 PURPOSE AND SCOPE

The Records Supervisor shall keep the Department Records Unit procedures on a current basis to reflect the process being followed within the Records Unit. Policies and procedures that apply to all employees of this department are contained in this chapter.

806.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Unit personnel.

Reports are numbered commencing with the current year followed by a sequential number beginning with 000001 starting at midnight on the first day of January of each year. As an example, case number 2012-000001 would be the first new case beginning January 1, 2012.

806.3 FILE ACCESS

All hard copies of reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Unit, accessible only to authorized Records Unit personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Watch Commander.

Columbia Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

806.3.1 REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Unit. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Records Supervisor. All original reports removed from the Records Unit shall be recorded on the report check-out log, which shall constitute the only authorized manner by which an original report may be removed from the Records Unit.

All original reports to be removed from the Records Unit shall be photocopied and the photocopy retained in the report file location of the original report until the original is returned to the Records Unit. The photocopied report shall be shredded upon return of the original report to the file.

806.4 RECORDS MANAGER TRAINING

The Records Supervisor shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

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806.5 REQUISITION OF SUPPLIES

All personnel in need of supplies except stocked office supplies shall complete a Request for Supplies/Equipment form.

For purchases less than \$100.00 the form shall be routed to and approved by the Bureau Commander via Chain of Command then submitted to the Records Unit supervisor.

Purchases costing in excess of \$100.00 must be authorized by the Deputy Chief of Police or designee.