

La Plata Police Department – Special Operating Procedure

	Title: Records Maintenance		Number: ADMIN-10	
	Effective Date: July 30, 2015	Review Date:		
	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Amends <input type="checkbox"/> Rescinds	
Approved by: Chief Carl Schinner				CALEA 5 th Edition
CALEA Standard: 82.3.5				Pages: 1

01 POLICY: It is the policy of the La Plata Police Department to maintain official records in files and on computer.

02 PROCEDURES:

A. All original incident reports taken in the course of investigations shall be forwarded to the Records Unit on a daily basis, with the exception of documents that have evidentiary value, which shall be impounded.

B. Other reports and records which are maintained by the various components within the Department include but are not limited to the following:

1. Office of the Chief of Police: Personnel records, Chief’s correspondence file, Department forms, use – of-force files, promotion, vehicle pursuit files, copies of overtime and leave requests, civil review files and original complaint and internal affairs;
2. Investigations: Intelligence files, active case files and field interview reports;
3. Operations Commander: Training records.
4. Commanders’ Offices: Division level personnel files;
5. Accreditation Unit: Commission on Accreditation for Law Enforcement Agencies (CALEA) files and inspection files; and,
6. Secondary Employment Coordinator’s Office: Secondary employment files.

