

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2301.1, DISPOSAL OF SENSITIVE DOCUMENTS**

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| EFFECTIVE: | 4/09/14 |
| RESCINDS: | 2301.0 |
| DISTRIBUTION: | ALL EMPLOYEES |
| REVIEW RESPONSIBILITY: | SUPPORT SERVICES MANAGER |
| ACCREDITATION CHAPTERS: | NONE |
| CHIEF OF POLICE: | JOHN W. MINA |

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1. SENSITIVE DOCUMENTS
2. EMPLOYEE RESPONSIBILITY
3. DESTRUCTION PROCEDURES

POLICY:

It is the policy of the Orlando Police Department to ensure that sensitive documents generated or received by employees are destroyed in a proper manner while still maintaining the integrity of the Florida Public Records Law where appropriate.

PROCEDURES:

1. SENSITIVE DOCUMENTS

The following documents are considered sensitive in nature:

- a. Crime Bulletins.
- b. Criminal Histories.
- c. Any document that may contain personal employee information (i.e., home address, home telephone number, etc.).
- d. Any document classified as "For Law Enforcement Use Only."
- e. Criminal intelligence information.
- f. Any document in hard copy form containing information of a sensitive nature (e.g., victims of sexual battery or other sexual offense, child abuse, aggravated stalking, harassment, aggravated battery or domestic violence), the release of which is prohibited by both Florida Statutes and Department policy (includes victim/witness statements).
- g. Any document in hard copy form that pertains to an active criminal investigation (e.g., Incident Reports).

2. EMPLOYEE RESPONSIBILITY

It is the responsibility of each employee to ensure the proper disposal of all copies of sensitive documents in their possession. Sensitive documents that are no longer needed will not be placed in general wastebaskets. Original documents containing any sensitive information will be maintained in a manner proscribed by law and policy. Public records shall not be destroyed except as provided by law. Any questions regarding the classification and proper disposal of agency documents should be referred to the Police Records and ID Manager.

3. DESTRUCTION PROCEDURES

Locked blue storage bins for copies of sensitive documents to be shredded are provided to each Department division. Employees will place all copies of sensitive documents that need to be destroyed in one of these designated bins. The custodian or Property Clerk will pick up, empty, and return the bins on a weekly basis. If additional pickups are needed, employees may telephone the Quartermaster Unit at extension 2400.

Additional locked storage bins marked with a label on the top stating "CJIS Documents" will be placed next to the existing blue bins. All employees shall place into the bins marked "CJIS Documents" the documents to be shredded/disposed of that were obtained via the Criminal Justice Computer Network (CJNET). Examples of these documents would be criminal histories, DAVID printouts, FCIC/NCIC hits/printouts, etc. The OPH custodians will shred these documents on OPH premises on an as-needed basis. When pickups are needed, employees may telephone the Quartermaster Unit at extension 2400.

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