

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2301.2, DISPOSAL OF SENSITIVE DOCUMENTS**

EFFECTIVE:	12/15/2020
RESCINDS:	2301.1
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	SUPPORT SERVICES MANAGER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	ORLANDO ROLÓN

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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 Supervisor. See policy 1637, Criminal Justice Information (CJIS) Security for additional CJIS disposal information.

3. DESTRUCTION PROCEDURES

Locked 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 as needed. If additional pickups are needed, employees may telephone the Quartermaster Unit at extension 2400 or email the Quartermaster Unit at OPDQUARTERMASTER@orlando.gov.

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 or email the Quartermaster Unit at OPDQUARTERMASTER@orlando.gov.

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