

ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
2303.3, RECORDS UNIT ACCESS AND SECURITY

| | |
|-------------------------|--------------------------|
| EFFECTIVE: | 7/16/15 |
| RESCINDS: | 2303.2 |
| DISTRIBUTION: | ALL EMPLOYEES |
| REVIEW RESPONSIBILITY: | SUPPORT SERVICES MANAGER |
| ACCREDITATION CHAPTERS: | 5, 26 |
| CHIEF OF POLICE: | ORLANDO ROLÓN |

CONTENTS:

1. RECORDS UNIT RESPONSIBILITIES
2. EQUIPMENT
3. AUDITS
4. CRIMINAL HISTORY FILES (ARREST RECORDS)
5. RECORDS RETENTION

PURPOSE:

The purpose of this policy is to establish guidelines for the preservation, access, and security of records for subsequent use by agency personnel, the criminal justice system, and citizens of the community.

It is the policy of the Orlando Police Department to ensure the maintenance, privacy, and security of records information while providing accessibility to employees of the Department, other law enforcement personnel, and the public.

PROCEDURES:

1. RECORDS UNIT RESPONSIBILITIES

It is the responsibility of the Records Unit to act as the Department's repository for all incident and arrest records, reports, and associated documents.

1.1 HOURS OF OPERATION/RECORDS ACCESS

The normal operating hours of the Records Unit are 0800 to 1645 hours, Monday through Friday, holidays excepted. Records Unit personnel are available during these hours to assist agency members with their requests for copies of documents on file in the unit. The Records Unit is open to the public from 0800 to 1645 hours, Monday through Thursday, holidays excepted. Departmental records are accessible to employees 24 hours a day. During normal operating hours, employees shall proceed to the service window, located in the east hallway adjacent to the Records Unit, for assistance and copies of documents housed by the unit. During or after normal operating hours, as well as on weekends and holidays, employees can obtain copies of Records documents from the common computers located on the ground floor of OPH and at the substations.

1.2 RECORDS UNIT SECURITY

The Records Unit (Records, Identification and Traffic Citation Units) is a restricted area with unlimited access permitted only to authorized personnel. All other employees, including non-Departmental visitors to the section, will be escorted by an employee with access authorization. These restrictions also apply to the Records storage area in addition to the master fingerprint file room. The Records Unit will ensure that files and computer monitors will not be visible to unauthorized persons.

2. EQUIPMENT

2.1 COPIER

The copier located in the Records Unit is available for use by employees with authorized access to the section during normal business hours.

2.2 SHREDDER

The paper shredder located in the Records Unit is operational only during normal business hours. Authorized employees should be familiar with the machine before utilizing it.

2.3 MICROFILM MACHINE

The microfilm machine, located at the rear of the Records Unit, can be accessed during normal business hours by employees with authorized access to the section in order to retrieve information.

A receipt is given to each member of the public for monies received. Fees are not assessed for law enforcement and government entities. A daily total on register tape is used to balance receipt totals against actual funds received each day. In addition, a weekly grand total is taken, and actual cash and check totals for the week are balanced against the grand total register tape. A separate deposit, for monies received by both units, is made weekly. Until their deposit, all monies received are kept in a secure environment, either in a locked safe or cabinet.

3. AUDITS

The City of Orlando Accounting Department has authorized the Records and Identification Units to maintain a change fund account. Audits on these accounts are performed quarterly by the Police Fiscal Manager. The audit report notes the change fund amount and the responsible party for the fund. The cash count sheet notes the quantity of each denomination of currency and the total cash amount.

4. CRIMINAL HISTORY FILES (ARREST RECORDS)

Criminal history records (arrest jackets) are maintained by the Department in automated and hard copy form. Arrest reports, including fingerprint cards, are made available to the Identification Unit from the Orange County Sheriff's Office. Upon completion of processing and data entry, arrest reports are forwarded to the Records Unit for filing or optical imaging. The indexes for criminal history files are the defendant's name, date of birth, race/sex, and jacket number. The primary index for all criminal history records, whether automated or hard copy, is a defendant's jacket number. No defendant should have more than one arrest jacket number. (Exception: juveniles with arrest jackets, who are later arrested as adults, will have two jacket numbers.) Jacket numbers are unique numbers under which all arrest records are filed, either manually or automated. An arrest jacket for a defendant will contain arrest reports and palm prints, and may include fingerprint cards and a criminal history. Part or all of any criminal history record or jacket may be automated. Criminal history files shall be maintained in accordance with all state and federal laws.

4.1 FINGERPRINTING AND PHOTOGRAPHING

Fingerprinting and photographing of all defendants is the responsibility of Orange County Corrections. Fingerprint cards on all Orlando Police Department arrestees are stored and maintained in the fingerprint file room. Access to stored photographic images and data is acquired through utilization of the Department's Imageware Mugshot Computer System. Mugshot stations are located in the west hallway adjacent to the Payroll Unit and the Criminal Investigations Division. Stations are operational 24 hours a day and seven days a week.

4.2 JUVENILE ARREST RECORDS

Juvenile arrest records (jackets) are collected and maintained in the same fashion as adult records except they shall be stamped "JUVENILE/CONFIDENTIAL." Juveniles, who may later be arrested as adults, will be issued a new arrest jacket number. An individual's juvenile arrest records will not be combined with his/her adult arrest records. All automated juvenile arrest records shall have the suffix of "J" separating them from adult arrest records, which have a suffix of "A." Applicable agency directives, administrative procedures, and state statutes shall be adhered to in the maintenance and control of juvenile records.

5. RECORDS RETENTION

The Orlando Police Department has adopted the Florida Records Retention Schedules published by the Department of State, Division of Archives and Records Management. Agency records shall be maintained in accordance with these provisions except that records may be maintained longer than the minimum time specified in the manuals for purposes of administrative convenience and usefulness. The Police Records/I.D. Unit Supervisor has been designated as the Custodian of Records and shall maintain files of all records destruction requests, whether approved or denied. Shredding is an approved method of destruction for nonpublic or confidential records. Questions on records retention and disposal should be referred to the Police Records/I.D. Unit Supervisor.

2303.3 P&P 7/16/15