

<b>East Haven Police Department</b>  	<b>Type of Directive:</b> <b>Policies &amp; Procedures</b>		<b>No. 805.1</b>
	<b>Subject/Title:</b>  <b>Records</b>	<b>Issue date:</b> <b>August 28, 2018</b>	
		<b>Effective Date:</b> <b>September 15, 208</b>	
<b>Issuing Authority:</b> <b>Honorable Board of Police Commissioners</b>	<b>Review Date:</b> <b>Annually</b>		
<b>References/Attachments:</b>  <b>Policies and Procedures #: 505, 801</b> <b>Connecticut General Statute § 1-210</b>		<b>Rescinds:</b> <b>N/A</b>	
		<b>Amends:</b> <b>N/A</b>	

## I. PURPOSE

- A. The purpose of this directive is to set forth the policies and procedures of the East Haven Police Department (EHPD) regarding the functions of the Records Division.

## II. POLICY

- A. It is the policy of the East Haven Police Department to maintain a Records Division that meets the management, operational, and informational needs of the Department.

## III. GENERAL GUIDELINES AND CONSIDERATIONS

- A. The Department employs regulations and procedures to protect sensitive and classified information. The Records Division plays a vital role in ensuring sensitive and classified information is handled in accordance with applicable laws.

## IV. PROCEDURES

- A. Records Function
1. The functions of the Records Division include, but are not limited to the following:
    - a. Responsible for the maintenance of records for the Department, and legal dissemination of such information.
    - b. Responsible for the destruction of records in accordance with applicable State and Federal law.

- c. Preparing arrest paperwork for court.
- d. Performing clerical duties such as filing, checking records, tracking reports, etc.
- e. Entering arrest warrants.
- f. Entering and filing court dispositions.
- g. Maintaining alarm registrations and billing residents and commercial businesses for excessive false alarms in accordance with the Town Ordinance.
- h. Processing pistol permit applications and issuing temporary pistol permits.
- i. Entering training records for all members of the Department.
- j. Assigning NIBRS offense codes to reports received by the Records Division.

**B. Recording of Legal Processes**

- 1. Information regarding each applicable item shall be recorded in the Law Enforcement Administrative System (LEAS) to include the following:
  - a. Date and time received.
  - b. Type of legal process (criminal or civil).
  - c. Nature of document (subpoena, arrest warrant, etc.).
  - d. Source of document.
  - e. Name of defendant.
  - f. Affiant/Officer assigned.
  - g. Date of assignment.
  - h. Court docket number, if known.
  - i. Date service is due.

**C. Privacy and Security**

- 1. The Records Division shall be in a secured area of the Department, and the supervisor of the Records Division shall oversee its functions.
- 2. Access to files and records stored within the Records Division shall be limited to authorized personnel.
  - a. Outside of the normal operating hours of the Records Division, access to the Records Division shall be restricted to authorized members of the Department.

3. Records information shall be electronically accessible to all authorized personnel on a twenty-four (24) hour basis via LEAS and such accessibility shall be governed by individual passwords.

#### D. Release of Records

1. Records retained by the Department may be released to a member of the public only if the information is defined by law to be a public record or otherwise appropriate for release, and is not exempt from disclosure by law.
2. The release of records to members of the public shall be done only through the Records Division, and such release shall be approved in advance by the supervisor of the Records Division.
  - a. All Freedom of Information Act (FOIA) requests shall be forwarded to the supervisor of the Records Division.
  - b. Supervisory personnel may release appropriate information to other law enforcement agencies, government agencies, and/or to the media.
  - c. Records Division personnel may release appropriate information to other law enforcement agencies and/or other government agencies.

#### E. Juvenile Records

1. Any juvenile charged with a crime may be required to submit to the taking of his/her photograph, physical description and fingerprints.
2. Records and identification materials on juveniles shall be clearly labeled "Juvenile" and be kept separate from adult identification materials.
  - a. If a juvenile is apprehended in connection with the arrest of an adult, the report must be clearly identified as a juvenile record and identifying information on the juvenile removed from the adult record.
3. Records of juvenile matters are confidential and may be inspected or disclosed only upon an order of the court or in accordance with Connecticut General Statute § 46b-124.
4. Exceptions to the general confidentiality of juvenile matters are listed in Policies and Procedures # 505 – Youthful Offenders.
5. Disposition and expungement of juvenile records will be in accordance with applicable State and Federal law and/or Court Orders.
  - a. The supervisor of the Records Division shall oversee the disposition and expungement of juvenile records.

F. Records Retention and Destruction

1. The retention and destruction of records shall be executed in accordance to Policies and Procedures # 801 – Records Retention.