




City of Manassas Police Department General Duty Manual



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| Effective Date: 07-21-2004 | GENERAL ORDER | Number: 04-02 |
| Subject: Records Office | | |
| <input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 06-04-2018 | | Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A |
| Accreditation Standards: 74.1.3/ 82.1.1 | By Authority Of:  Douglas W. Keen, Chief of Police | Total Pages: 2 |

PURPOSE:

To ensure that central record information is accessible to operational personnel at all times.

POLICY:

Efficient law enforcement operations require 24-hour access to records information. Members should be provided such access while ensuring maximum security to the records facility. Only authorized persons are allowed entry into the Records Room in accordance with this directive.

DISCUSSION:

For the purpose of this General Order, the following definitions apply:

RECORDS OFFICE: The Records Office consists of any office, room or other secured storage location under the control of the Records Manager for the purpose of the storage of Department records.

PROCEDURE:

I. Operations

- A. The Records Section is open Monday through Friday, with specific hours established by the Commander of Administrative Services.
- B. During business hours, members who need to conduct business with the Records Section may enter the Records Room. Citizens use the walk-up window in the public lobby to conduct their business.
- C. Records Section members are responsible for ensuring the security of the Records Office and files therein during their tour of duty. With the exception of the connecting room between the Records Room and the Administrative Services Division hallway, the entrance door must be locked when the Records Room is not under the control of Records Section members or other authorized members.
- D. Authorized entry to the Records Room during both normal operational hours and after hours is restricted to the following persons:
 1. Records Section members.
 2. The Duty Supervisor.
 3. Command level supervisors and above.
 4. Members conducting official business.
 5. Citizens who are escorted by a member of the Department (i.e., building tours, deliveries, etc.).
- E. The Records Section stores official Department records in the following secured locations:
 1. The Records Section main office.
 2. The Records Section Auxiliary Office #1.

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II. After Hours Entry

- A. Access after hours to the Records Room is made by using the access door from the Administrative Services Division hallway.
- B. Individual offices and file cabinets within the Records Room containing unprocessed records and reports are locked when not in use. Access to these offices is restricted to selected supervisors by key access.
 - 1. Authorized members who need access to the locked file cabinet must see the Duty Supervisor for key access.
- C. When records are removed for use, the following procedures shall be followed:
 - 1. Any documents removed from the files are not to be replaced.
 - 2. All such documents are placed in the in-basket of Records Section members.
 - 3. Any offices or file cabinets unlocked shall be re-locked, and the file cabinet key returned to its proper place.
- E. The Records Supervisor is responsible for reporting any security breaches or irregularities to the Commander of Administrative Services.

Attachments: N/A

Index as: Records.
Records Office.
Security of Records.

References: N/A