



<i>WRITTEN DIRECTIVE</i>	No. <b>PD14-1303</b>	Page: 1 of 3
Subject:  Records Access, Security and Retention	Effective Date:	09-13-14
	Supercedes/ Amends:	PD10-1303
	Reference:	



**I. Purpose**

The purpose of this directive is to limit and control access to departmental records maintained in the Lynchburg Police Department Records Unit.

**II. Policy**

It shall be the policy of the Lynchburg Police Department to ensure the integrity and security of records by designating those employees who are authorized access.

**III. Procedure**

A. Central Records Location

1. Records Unit

- a. The Records Unit is the central location for maintaining juvenile and adult files of police records, including:
  - 1) Traffic Summonses
  - 2) Criminal History Jackets
  - 3) Parking Tickets
  - 4) Microfiche
  - 5) Incident Based Reports (before the year 2000)

2. Records Retrieval

- a. All records are retrieved either by computer access or through the manual filing system.
- b. Records in the computer system are accessible to authorized personnel on a twenty-four hour basis.
- c. Manual files maintained in the Records Unit are to be retrieved for use only by authorized personnel. Authorized personnel needing access to the Records Unit after hours may obtain the key from Information Desk personnel. This key must be signed out in the key log book maintained at the Information Desk.

**82.1.1 A / 82.1.1 B**

d. In cases of emergency, Records Unit staff may be required to respond to the Records Unit after hours to assist with records retrieval.

**82.1.1 A / 82.1.2 A**

e. Juvenile records will be maintained separately from adult files. These files will be labeled as juvenile records.

### 3. Records Access

**82.1.1 A / 82.1.2 C / 82.1.6 B**

a. Access to computer records and manual files maintained in the Records Unit is limited to authorized employees who have a legitimate official need.

b. Other than assigned employees, employees authorized access to manual files in the Records Unit include:

1) all supervisors

2) designated officers assigned to the Information Desk

3) Computer Operations personnel.

c. Any other employee entering Records Unit office space will be monitored at all times by a Records Unit staff member.

d. A security system is operational for monitoring computer access, and is controlled by the Information Systems Coordinator.

### 4. Records Viewing

a. Employees of this department are authorized to review records maintained in the Records Unit as needed for official business.

b. Only adult criminal records may be viewed by designated individuals based on certain guidelines as outlined by state law. Adult convictions *only* may be viewed by legally authorized non-law enforcement entities showing a notarized release signed by the person whose criminal history is being reviewed or disclosed.

### 5. Records Unit Audit

a) Per directive PD-0103, the Records Unit Cash Account will be audited quarterly.

B. Records Unit Security

**82.1.2 C**

1. Employees of this department will adhere to the Code of Virginia and other legal guidelines regarding the dissemination of records and files maintained in this department.
2. The Professional Standards Division Captain will be responsible for compliance with the Virginia Freedom of Information Act (FOIA) requirements and subpoenas requiring the release of specified information.

**82.1.2 C**

3. Juvenile arrest records will not be released by any employee of this department to any person, except by court order or other legal document.

C. Records Retention

1. Records and other necessary documents are maintained in compliance with the provisions of the Code of Virginia and the Library of Virginia.
2. All records will be maintained according to the legal guidelines established by the Library of Virginia.
3. Signed authorization on a *Certificate of Records Destruction* by the Clerk of City Council is required prior to disposal of public records after time limits expire.

**82.1.2 D, E**

4. Juvenile records (arrest jackets) will be destroyed once the juvenile reaches legal adult age.
  - a. Electronic records will remain on file indefinitely unless ordered destroyed by court order (expungement) or at the discretion of the Lynchburg Police Department.
  - b. Any juvenile records that have been authorized to be destroyed will comply with all statutory and regulatory requirements.

*Original Signed*

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Parks H. Snead  
Chief of Police

September 13, 2014

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Date