



<i>WRITTEN DIRECTIVE</i>	No. AD 16-1301	Page: 1 of 7
Subject: RECORDS SECTION RESPONSIBILITIES	Effective Date:	02-04-16
	Supersedes /Amends:	AD 11-1301
	Reference:	82.1.1, 82.1.2, 82.1.4 82.3.6,



I. Purpose

The purpose of this directive is to define the duties and responsibilities of the Lynchburg Police Department Records Section.

II. Policy

It shall be the policy of the Records Section to ensure records integrity, maintenance, and security, as well as provide section-related services to employees and citizens.

III. Procedure

A. Records Section

1. The Records Section door will remain secured at all times to control access by the public.
2. Records Section Files
 - 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 Section are to be retrieved by authorized personnel after normal business hours for official police business.
 - d. Juvenile records are maintained separately from adult files.

82.1.4

3. Records Retrieval

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

- b. Other than assigned employees, employees authorized access to manual files in the Records Section include:
 - 1) All agency supervisors
 - 2) Designated officers assigned to the Information Desk
 - 3) LPD Computer Operations personnel
- c. Records and files maintained within the Records Section are retrieved based upon the system under which they are filed, using both the manual and computer systems.
 - 1) Criminal arrest records are directly entered into the computer, including all previous arrest and conviction data.
 - 2) Criminal jackets are filed by the number system, which may be retrieved by obtaining the system ID number from the computer.
 - 3) Incident Reports:
 - a) are attached to the file in the Records Management System (RMS)
 - b) may have a fee assessed for non-police agencies or individuals requesting verification reports.
 - 4) Accident Reports:
 - a) are attached to the file in the RMS.
 - b) may be retrieved by entering the driver's name or report number in the RMS.
 - 5) Traffic Summons:
 - a) are filed in alphabetical order by month.
 - b) may be retrieved by searching the files manually by defendant's name, or by entering the summons number in the RMS.
 - 6) Parking Tickets:
 - a) are filed by month and date.

- b) may be retrieved by searching the files manually by parking ticket number, or in the RMS by officer or vehicle license plate.
- 7) Microfiche Files:
- a) are inclusive of all reports filed through 1991, except for the *Crime Against Persons Report* in effect at that time
 - b) are filed by CC number, which must be obtained to retrieve a file.
- 8) Computer Imaging Files:
- a) includes the 1991 *Crime Against Persons Reports only*
 - b) include all reports filed 1992 through 1999.
- d. The following documents/files are maintained within the Records Section:
- 1) Arrest record check requests
 - 2) Microfiche files
 - 3) Confirmation of liability insurance forms
 - 4) Traffic summons
 - 5) Parking tickets
 - 6) Motor Carrier Safety forms
 - 7) Child Safety Seat Checklist forms
 - 8) Driver/Vehicle Examination Reports
 - 9) Operators License Suspension Notices
 - 10) Illegible License Plate Notices
 - 11) Individual Adult Criminal Jackets
 - a) Are filed by system ID number (as they are converted from jacket numbers)
 - 12) Individual Juvenile Criminal Jackets
 - a) Are filed in a file cabinet in a separate room from adult records

- b) Are numbered and filed in the same manner as adult jackets,
- c) Upon an individual attaining the age of eighteen:
 - (1) Since April 1995, juvenile records are placed on computer imaging.
 - (2) Prior to April 1995, the juvenile record was placed on microfiche and maintained in a separate file cabinet.

13) CD's containing older Case Histories where disposition is finalized

82.3.6**5. Criminal Jacket Numbering**

- a. Each person referenced (criminal and non-criminal) in the RMS is assigned a system ID number.
- b. Any future contacts (arrests or otherwise) will reference the originally assigned system ID number

6. Criminal History Jacket Contents

- a. Arrest reports prior to 2000 (C. C. R. E.)
- b. Fingerprint cards (when received)
- c. Photographs (prior to digital imaging)
- d. Criminal history transcripts prior to year 2000
- e. Case histories
- f. Copies of warrants / Criminal summons
- g. Arrest information forms
- h. Copies of any ECO/TDO

7. Record Viewing

- a. Employees of this department are authorized to review records maintained in the Records Section as needed for official business.
- a. Only adult criminal records may be viewed by designated individuals based on certain guidelines:
 - 1) Complete adult records may be viewed at no charge by:

- a) Federal, state, and local law enforcement personnel
 - b) Commonwealth's Attorneys' and their representatives
 - c) Parole/Probation Officers (adult records only)
 - d) Attorneys representing an individual
 - e) the individual affected
- 2) Adult conviction records may be viewed by the following with a notarized signed release at no charge:
- a) Non law enforcement government offices (such as civil service, military, etc.)
 - b) City offices
 - c) Court services section
 - d) School Board officials
 - e) Opportunity House
 - f) Youth Development Service
 - g) US Customs and Immigration
 - h) Junior League (Children's Grief Support Center)
 - i) OAR Program and Big Brothers/Sisters
 - j) CASA
 - k) Lynchburg Redevelopment and Housing Authority
- 3) Record checks by employers with notarized release forms and individuals obtaining their own record for employment purposes, including federal, state, local, or other agencies, are charged the current, posted fee.

B. Records Section Services

1. Process employee, citizen, and authorized agency requests for verification, copies of reports, and other releasable information
2. Provide record checks for individuals and authorized agencies
3. Receive and serve witness subpoenas for departmental employees
4. Release claim forms for towed or stored vehicles as authorized
5. Prepare letters acknowledging receipt of no trespassing enforcement request letters
6. Receive money and prepare a *Report of Collections*

82.2.2, 82.2.5

C. Records Section Service Guidelines

1. The Records Section window is open from 0830-1630 hours.
2. Accident Reports:
 - a. are not confidential unless they involve a Hit and Run violation
 - b. may be viewed by persons involved or affected by the accident, including insurance companies and attorneys representing an involved citizen.
 - c. may be viewed and information copied with handwritten notes at no charge
 - d. may be photocopied for the requesting authorized individual for the current fee as posted.
3. Incident Reports:
 - a. are considered to be confidential information
 - b. will not be viewed by anyone other than authorized employees of this department - involved individuals, insurance companies, and attorneys are not permitted to view or receive complete copies of such reports
 - c. provide certain information that is releasable to the public by a *Verification Report* generated by the computer - this report may be purchased for the current fee as posted.

4. Information Released to the media will:

- a. adhere to the guidelines of the Virginia Freedom of Information Act (VFOIA), and
- b. follow the policy guidelines of PD-1304 *Release of Records*, and PD-1502 *Media Relations*.

D. Fees:

- 1. Fees are posted for public viewing beside the Records Section window.
- 2. Fees are determined by the nature of the request.
- 3. A receipt will be issued to any person assessed a fee.

Original Signed

Raul M. Diaz
Chief of Police

February 4, 2016

Date