

# ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

**Chapter:** 15 - Support Services

**Original Issue:** 6/15/1994

**Policy:** 1501 - Records Management

**Last Revision:** 12/21/2023

**Previously:** 1230 - Records

---



## CONTENTS

INTRODUCTION

POLICY STATEMENT

RULES AND PROCEDURES

1501.1 RECORDS UNIT

1501.2 RECORDS SECURITY

1501.3 RECORDS DISSEMINATION [82.1.1 c]

1501.4 RECORDS RETENTION & DESTRUCTION

1501.5 JUVENILE RECORDS

1501.6 WANTED PERSON RECORDS

[1501.7 NCIC ENTRIES](#)

## ASSOCIATED DIRECTIVES

[Policy 206 – Technology Use & Security](#)

[SOP 3000 – Case File Documents & Media](#)

[SOP 3017 - Online Incident Reporting](#)

[SOP 3301 - Records Unit Incident Reports](#)

## INTRODUCTION

This policy establishes guidelines for the operations of the department's Records Unit and the security of department records and files.

## POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to have a central records component, referred to as the Records Unit. The Records Unit is primarily responsible for field reporting management and central records activities and is not intended to address the records functions of other specialized entities within the department.

## RULES AND PROCEDURES

### 1501.1 RECORDS UNIT

- A. The Records Unit is a component of the department's Administrative Services [Section and is](#) overseen by the Records Unit supervisor. The Records Unit supervisor serves as the department's chief records custodian.
- B. The Records Unit will maintain, secure, and control all reports under its control, including department documents, electronic or otherwise.
- C. The primary functions of the Records Unit include:
  - 1. Review of reports for compliance with department policies and crime reporting guidelines. [82.1.4]
  - 2. Control of the flow of department incident reports.
  - 3. Overall maintenance and storage of department records.
- D. The Records Unit supervisor and/or designee(s) [will ensure](#) the following reports are completed and submitted according to established procedures: [82.1.4]
  - 1. Reporting crime statistics to the North Carolina State Bureau of Investigation (NC SBI).
  - 2. Racial profiling traffic stop submissions to the NC SBI.
  - 3. Hate crimes and human trafficking reporting.
- E. Specific agency components will maintain, store, and manage records required for operational effectiveness, security, and/or retention compliance. These records include but are not limited to: [82.3.5]
  - 1. Inspectional records and work schedules maintained by supervisors.
  - 2. Reports and records created as part of administrative investigations maintained by the Professional Standards Section.
  - 3. Personnel files maintained by the Recruitment & Career Development Section.
  - 4. Intelligence records maintained by the Crime Analysis Unit and/or Criminal Investigations Section.
  - 5. Informant records maintained by the Criminal Investigations Division.

- F. The department will maintain a case numbering system that provides a uniquely assigned number to each case, including but not limited to traffic collision investigations, criminal investigations, and other documented reports. [82.2.3]

## **1501.2 RECORDS SECURITY**

- A. The security of the information held by the police department is a responsibility all employees share. [82.1.1 a]
- B. Authorized employees may access report information 24 hours a day through the department's electronic Records Management System (RMS) and local Criminal Justice Information Systems (CJIS). [Policy 206 – Technology Use and Security](#) provides additional security guidelines for digitally maintained files. [82.1.1 a,b]

## **1501.3 RECORDS DISSEMINATION [82.1.1 c]**

- A. The department will comply with all applicable North Carolina public records laws ([Chapter 132: Public Records](#)).
- B. Due to the complex nature of records dissemination regulations, Records Unit personnel may only release public information contained in incident and traffic accident reports. Additional records or information requests should be referred to the Records Unit supervisor for follow-up. [82.2.4]

## **1501.4 RECORDS RETENTION & DESTRUCTION**

- A. The department will comply with applicable records retention schedules. [82.1.3]
- B. Copies of sensitive documents no longer needed by employees **will not** be placed in recycling bins or general wastebaskets for disposal. Employees must use one of the department's designated secure shredding depositories to dispose of sensitive documents properly. Particular care should be taken with documents containing NCIC/DCI, CJI, or criminal history/intelligence information.
- C. The Records Unit supervisor is responsible for ensuring juvenile and adult record expungements are completed as provided by criteria set in [N.C. Gen. Stat. § 7B-3200](#). [82.1.2 e]

## **1501.5 JUVENILE RECORDS**

- A. Photographs and records relating to juvenile offenders will not be open for public inspection except as authorized by North Carolina General Statute.

- B. Juvenile records, reports, affidavits, and case files will be securely maintained and clearly distinguishable from adult files. [82.1.2 a]
- C. The RMS system maintains a separation of juvenile and adult identification records, as well as the redaction of confidential juvenile names for unauthorized users. [82.1.2 a,b,c]
- D. Care will be taken to flag case file documents related to juveniles as outlined in [SOP 3000 – Case File Documents and Media](#).
- E. The department will comply with all applicable provisions of North Carolina law regarding the confidentiality of juvenile records.
- F. The disposition of juvenile records will be in accordance with applicable NC statutes and records retention schedules. [82.1.2 d,e]

#### **1501.6 WANTED PERSON RECORDS**

- A. The entry of wanted person data into the North Carolina Statewide Warrant Repository will be conducted in accordance with procedures established by the NC Administrative Office of the Courts. [74.1.3 b,g]
- B. Warrants may be entered into the NCIC/DCI wanted persons files with the approval of the District Attorney's office verbally or in writing. If the approval is verbal, the officer obtaining the approval must note the date, time, and name of the ADA granting the approval. [74.1.3 a]
  - 1. The Records Unit or Criminal Investigations [Division](#) (CID) are primarily responsible for entering wanted persons. If the Records Unit and designated personnel within CID are unavailable, the Communications [Center](#) may enter wanted persons.
  - 2. All wanted person entries will be documented in the RMS case file. A copy of all warrants entered by the department will be kept in CID until the entry is removed. [74.1.3 c,g]
  - 3. The CID Commander or designee [must ensure](#) that monthly wanted person file validations are conducted according to DCI procedures. [74.1.3 d]
  - 4. When the department is notified of the arrest of a wanted person, the entry will be removed. CID must be notified of the arrest/removal of wanted persons. [74.1.3 e,f]

### 1501.7 NCIC ENTRIES

- A. Reports requiring a person and/or property to be entered into NCIC can be entered by personnel in the Communications Center, Records Unit, or Criminal Investigations Division. In all cases, a second-party check is required for all NCIC entries and must be documented in the department's Records Management System.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "ML 21", is positioned above the printed name and title.

Michael Lamb  
Interim Chief of Police