



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

4057 R-3

ACCESS TO POLICE RECORDS

Effective Date: 12/15/1995

Revision Dates: R-1 07/25/2003; R-2 12/05/2003; **R-3 12/12/2017**

INTRODUCTION

The Police Records Unit and Records Management System (RMS) stores non-public and confidential criminal investigation information and therefore, access to this unit and system is strictly regulated.

SECURITY OF RECORDS

Entry into the Records Unit is limited to:

- Records Personnel;
- Department members in the chain of command over the Records Unit;
- Department members for necessary business, if permitted entry by Records Personnel; and
- Non-departmental personnel (e.g. city employees, vendors, contractors, etc.), if necessary for the business operations of the agency, provided such persons are escorted at all times by an authorized department member.

Only Records Unit personnel will retrieve and replace hard copy or original records. Police personnel needing information should approach Records Personnel at the front counter in the Lobby. Requests for documents or information archived in the Records Unit are to be submitted by completing a "Request for Records" form. Copies of records are available to Department personnel for law enforcement use only. Due to State and Federal regulations concerning the dissemination of criminal history information, which may be included in the documents archived in the Records Unit, several types of inquiries require a record of who receives the information and why it is needed. Some examples of valid purposes are:

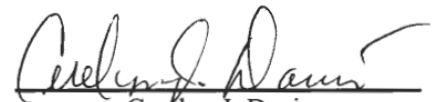
- In-progress criminal investigation;
- Preparation for court proceedings;
- Preparation for seeking indictments or search warrants;
- Criminal justice pre-employment check.

Once submitted to the Records Unit, original record documents shall not be removed for any reason. Authorized personnel may, however, inspect such records in a designated location in the Records Unit and make any necessary copies. Any requested exception to this policy must be made on a "Request for Records" form by the person to receive the documents, and must be authorized by the Records Manager or designee. If the request is approved, the following procedures will be followed:

- The original record to be removed will be cataloged by scanning the complete file into the Records Management System (RMS);
- The Department member making the request will sign out the records and sign them back in upon return to the custody of the Records Unit;
- The records will be returned immediately once the authorized reason for their temporary removal from the Records Unit has concluded; and
- Upon return, a member of the Records Unit will inspect the records against the scanned catalog to ensure all documents have been returned.

RMS ACCESS & SECURITY

Records stored in RMS are accessible to all authorized personnel on a twenty-four hour basis. All sworn personnel shall be granted access to the RMS system and have the ability to search for information. Non-sworn personnel will be granted access based on the specific needs of the respective duties and responsibilities of the position. Access to certain information may be limited when a case involves juveniles (N.C.G.S. § [7B-3001](#)) or ongoing investigations of a sensitive nature. Such limitations may be established as part of the employee's general level of system access or established on a case by case basis. The Analytical Services Division Manager, or his/her designee, shall be responsible for establishing limitations on accessible information in the system.



Cerelyn J. Davis
Chief of Police