

- A. **PURPOSE:** To outline procedures for the maintenance, access, and control of records created and maintained as a result of the activities of the Grand Rapids Police Department.
- B. **GENERAL RULES**
1. Incident reports shall be completed for all calls for service and self-initiated activity prior to the end of shift, unless an exception was granted by a supervisor.
 2. Incident reports shall be completed for all arrests, including issued appearance certificates.
 3. Employees shall maintain their login access for all necessary department computer systems (i.e. change passwords as required, etc.).
 4. Employees shall not distribute or share their login credentials with any unauthorized personnel.
 5. Employees shall only access department records as it pertains to GRPD activity and in accordance with Departmental Rules, Orders, and Procedures.
 6. Incident reports shall be completed and maintained within the Departments' Record Management System (RMS).
 7. All incident reports and identification records involving a juvenile will be marked "Juvenile Involved" to distinguish them from adult records.
 8. Employees shall not release to anyone department records or incident reports except as allowed by law or Departmental Procedures.