



## NORTHERN LANCASTER COUNTY REGIONAL POLICE DEPARTMENT

- ☒ General Order  
☐ Special Order  
☐ Personnel Order

Order Number  
**6.2.9**

<b>Subject: Procedures Associated with Handling Court-Ordered Expungements of Certain Records, sealed records, or limited access records.</b>			
Original date of issue: <b>01/01/2012</b>		Effective date: <b>05/28/2024</b>	
Expiration Date:		Until amended or revoked	
Reference: <b>Records Maintenance, Dissemination, and Destruction, Intelligence Officer</b>			
Amends: 1/1/2012 (formally 6.1.12), 03/25/2021		Rescinds:	
Review Dates: 3/25/21, 05/28/2024			
Index words: <b>Expungement of Certain Records</b>			
Distributions: 1. General Order Manuals 2. Reading Verification to all Personnel 3. Distribution via Power DMS			
In interpretation of this chapter, the singular shall include the plural and the masculine shall include the feminine and the neuter.			

**This order contains the following sections:**

### **6.2.9 Procedures Associated with Handling Court-Ordered Expungements of Certain Records, sealed records, or limited access records.**

#### **I. Policy**

It shall be the policy of the Northern Lancaster County Regional Police Department to adhere to a uniform policy for the establishment of guidelines to employ in the regulation of maintaining, disseminating, expungement, and destruction of records.

It shall be the policy of the Northern Lancaster County Regional Police Department to adhere to all orders relating to the retention, dissemination, and expungement of certain records as are articulated in the provisions of the Pennsylvania Motor Vehicle Code, The Pennsylvania Crimes Code Section 9122, and with all rules of procedure as they relate to civil process in the State Code of the Commonwealth of Pennsylvania.

## II. Definition

To establish a uniform policy for the establishment of guidelines to employ in the regulation of maintaining, disseminating, expungement, and destruction of records.

## III. Procedures

All court-ordered expungements shall be received by the Administrative Assistant who shall record the date received. Those expungements shall then be transmitted to the Agency Intelligence Officer.

A. The **Agency Intelligence Officer** shall then ensure that any and all records pertaining to the arrest of the defendant shall be purged from the records system of the Northern Lancaster County Regional Police Department.

B. This **expungement procedure** shall include the following files and systems.

1. Data Base Automated System
2. Printed copies of Data Base Automated System
3. Alphabetical Arrest Card Index
4. Numerical Arrest Ledger
5. Any and all criminal reports
6. Any and all arrest reports
7. Fingerprint card(s) / Livescan print records
8. Photographic Identification Print(s)
9. Daily Police Bulletin
10. Evidence.com records
11. Clean dissemination logs or records
12. TraCS – crash reporting records

C. The **exceptions** to this General Order shall be:

1. In the case where the subject of the expungement order is one of multiple defendants and/or multiple entries such as suspects and/or co-defendants that are enumerated on the General Incident Report. In these cases, the General Incident Report shall be preserved with the caveat that the record has been expunged.
  - a) Persons expunged shall have their name(s) removed from reporting records. All information that associates the person with an arrest shall be removed. (This includes digital evidence that implicates the person in a crime investigated).

- b) Co-defendants will not be removed unless they have a separate and or specific expungement order.
- c) Investigative information is considered outside the scope of criminal history.

2. Police Blotters

3. Press Releases

**D. Reporting of expungements and sealed records.**

- 1. Any modification to the report shall be documented in a supplement report.
- 2. The Officer receiving and completing the expungement shall redact any identifying information and have the document scanned to the report for proof and record of the modification made to the report.

**E. Sealed Records**

- 1. Sealed or limited access records shall have additional security measures in place restricting access to anyone outside of the Agency assigned Intelligence Officer.
- 2. If a Right-to-know (RTK) is received in reference to records which has been properly expunged, "no record found" would be the appropriate response.
- 3. If the NLCRPD receives a signed court order, the order shall be verified, and information shall be released at the direction of the order.

**Effective: May 28, 2024**



**By order of  
Joshua P. Kilgore  
Chief of Police**