



# ORONO POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURES

Protect with Vigilance & Serve with Compassion and Excellence

|                           |                                                                                 |                       |                |
|---------------------------|---------------------------------------------------------------------------------|-----------------------|----------------|
| <b>Subject:</b>           | <b>Records Management</b>                                                       | <b>Policy #</b>       | <b>A-40</b>    |
| <b>Effective Date:</b>    | <b>January 6, 2026</b>                                                          | <b>Review Period:</b> | <b>2 Years</b> |
| <b>Distribution:</b>      | <b>All Personnel</b>                                                            | <b># of pages:</b>    | <b>2</b>       |
| <b>MLEAP:</b>             | <b>5.01, 5.02, 5.03</b>                                                         |                       |                |
|                           | <b><i>Rescinds All Previous Policies<br/>Related To This Current Policy</i></b> |                       |                |
| <b>Issuing Authority:</b> | <b>Chief of Police Daniel Merrill</b>                                           |                       |                |

### I. POLICY

The central records function of the Orono Police Department is extremely important and critical to the effective delivery of law enforcement services and compliance with legal requirements and responsibilities. The Orono Police Department shall adhere to Maine statutes, regulations, and all applicable legal requirements regarding retention of records. The Chief of Police or designee shall coordinate and control records procedures, including; 1) Records maintenance, 2) Records retrieval, and 3) Dissemination of records.

### II. PURPOSE

The purpose of this policy is to establish uniform procedures that will ensure proper retention and dissemination of police records. To ensure that accurate and complete information is provided by this agency, all requests for police reports by the District Attorney's office, another police department, a police officer from another agency, insurance companies, or civilians shall be approved and disbursed only by a supervisor in accordance with applicable legal requirements.

### III. PROCEDURES

#### A. Documents classified as officer reports

1. Call for service reports.
2. Case reports.
3. Traffic accident reports.
4. Arrest reports (including a call for service and a case report).
5. Motor vehicle operation citations (misdemeanors and higher).
6. Officer-initiated reports (e.g., radar enforcement details).

#### B. Responsibilities of the Records Division

**MLEAP 5.03**

1. The Chief of Police or designee is to furnish accurate and complete information and documentation when, where, and to who is required to manage and operate the department effectively.
2. To control information creation so that meaningful and required data is collected and retained.
3. To process and control information in compliance with legal requirements as efficiently and effectively as possible.
4. To provide records control in a cost-efficient manner.
5. To provide the records user with information that can be quickly and easily retrieved.
6. To utilize a record management methodology that produces accurate retrieval of documentation.

7. To provide external agencies and organizations with information and documentation that may be disclosed under applicable legal authorities.
8. To process and retain information and documentation that has a special value to the department, or which must be retained pursuant to applicable legal authorities.

#### **IV. RECORDS RETENTION**

**MLEAP 5.02**

- A.** Maine law establishes the local government record retention schedules pursuant to [M.R.S Title 5, Chapter 6, §95-B](#). Documents from the Orono Police Department shall be retained in safekeeping for the period specified in Schedule 21 – Law Enforcement or until permission for destruction is obtained by the Chief of Police from a competent authority.

Maine Local Government Record Retention Schedule 21 – Law Enforcement can be found at:

<https://www.maine.gov/sos/sites/maine.gov.sos/files/content/assets/LGSectionC.may2024v1.pdf>

- B.** An appropriate level of training will be provided to any agency personnel who is assigned to the role of Records' Custodian prior to performing any actions in connection with this assignment. The Records Custodian shall ensure compliance with all legal requirements for the retention of records.
- C.** The Records Custodian shall supervise or complete the process for disposal of agency records when a disposition of those records is permitted or required by applicable legal authorities.

#### **V. REPOSITORY OF DEPARTMENT RECORDS**

All adult cases, including arrest and offense reports, shall be filed according to the Case Report Number and maintained by the Records Division. If they exist in paper format, those reports are filed in sequential order and stored in a locked cabinet with limited access.

#### **VI. RECORDS DISTRIBUTION AND SECURITY**

**MLEAP 5.01**

- A.** Department records maintained under the overall control of the Records Custodian shall be kept in a storage facility where they are not visible to members of the public or unauthorized personnel. No visitor, whether on official or unofficial business, shall be allowed to enter the Records Custodian's storage area for the purpose of examining or reviewing any department records, and no officer or other employee shall permit access to that area.
- B.** All operational records, to the extent permitted by law, shall always be available to facilitate investigations and other official business being conducted by authorized agency employees. Electronic records shall be accessible to authorized employees via the agency's computer system.