

SALINA POLICE DEPARTMENT GENERAL ORDER			Number M1112
SUBJECT: RECORDS			
EFFECTIVE: 04/15/24 ISSUED: 04/15/24 REVIEW: Annual			
CANCELS:			
AMENDS: M1112 Issued 7/26/21			Distribution A
CALEA References: 1.2.5., 17.4.2., 82.1.1., 82.1.2., 82.2.1.- 82.2.3., 82.1.6., 82.3.4.			

POLICY

The Records Unit is the central repository for all Department documents. The Support Division Captain shall be designated as the official Custodian of Records. He/she is responsible for the maintenance, security and dissemination of the criminal and public records of the Department.

PROCEDURE

1. The Records Unit function shall fall into the following categories:

- 1.1. The collection, storage, dissemination and security of criminal history record information.
- 1.2. The collection and compilation of the Department's crime and traffic statistics, and its dissemination.
- 1.3. To ensure a record is kept of each request/call for service for which the Department is responsible.

2. The Records Unit shall assist with traffic and administrative functions in the following activities:

- 2.1. Compiling, correlating and retrieval of information for criminal investigations.
- 2.2. Compiling data in preparation for prosecution, for special investigations and for court proceedings, inclusive of court orders and subpoenas as the Custodian of Records.
- 2.3. Serving as an informational, coordination and interdivisional communications link between the various Departmental divisions as well as the public.

3. Record Requests and Dissemination

- 3.1. Criminal History Record Information (CHRI) is defined as arrests, detentions, indictments, other formal criminal charges and any dispositions stemming from such charges including sentencing, correctional supervision, releases, dismissals, or decisions to drop charges. All reports, documents, photographs, fingerprints, video recordings, and evidence may be considered CHRI and needs to be evaluated on its content.
- 3.2. Guidelines for release of records computerized and non-computerized:
 - 3.2.1. The only information that will be furnished to anyone other than another law enforcement agency or prosecuting court, is recorded information that is considered to be "Open Public Records."
 - 3.2.2. Release of any other information other than to courts or law enforcement, will require a subpoena or court order.

- 3.3. Releasable recorded information - (Open Public Record):
 - 3.3.1. All accident information, including statements and photographs (except autopsy photographs).
 - 3.3.2. The front page only of the Kansas Standard Offense Report or Case Report (containing information that would be found on the KSOR page one).
 - 3.3.3. Computerized information for arrest information only. (This is a criminal history record check and is released only to and on the person requesting it. This shall only be viewed by the individual at the Department. The subject may copy down any of the information contained on the printed record. Photos are not allowed and copies of the information will not be released to the subject.
 - 3.3.4. A specific date must be stated from which to conduct the search. Nothing prevents an individual from searching any files open to the public which are maintained in chronological order.
- 3.4. Non-releasable computerized and non-computerized recorded information:
 - 3.4.1. A subject in process (pending) shall not be disseminated. Regulations define "subject in process" information as that related to an offense for which an individual is still actively in the criminal justice system. An arrest without a disposition which is less than one (1) year old, the period of time during which a subject is serving a diversion, or an arrest that is still being actively scheduled for prosecution are examples of subject in process information.
 - 3.4.2. The investigative portion of the Standard Offense Report, i.e., page two's and any supplements, photographs, audio, video and other recorded information in the report.
 - 3.4.3. Computerized recorded information, i.e., complaints, field interview cards and alias information.
 - 3.4.4. Records and reports concerning child abuse or neglect received by the Department are confidential, and shall not be disclosed.
 - 3.4.5. Victim specific or other identifying information being reported as a result of a sex offense, domestic violence, stalking or protection from abuse (PFA) is confidential, and shall not be disclosed.
- 3.5. The Records Unit may release CHRI with or without disposition to:
 - 3.5.1. Courts and prosecutors.
 - 3.5.2. A sworn law enforcement officer with a need to know. Such officers shall be responsible for the printed record and shall see that it is forwarded to an authorized person or agency, filed, or destroyed.
- 3.6. Employees of the Salina Police Department may not disseminate CHRI except in accordance with laws or applicable rules and regulations adopted pursuant to state statutes. CHRI does not include investigative or intelligence information such as suspected criminal activity, associated with criminal enterprise, financial information, ownership of property or other personal information. It also does not apply to psychiatric records, social histories or other evaluative types of data, or other types of information that specifically does not indicate a person is involved in the criminal justice system.

A person is within the criminal justice system from arrest to release from: prison, probation, parole, dismissal of charges, or completion of not guilty court rulings to include all appeals.

3.7 Body-Worn Camera and Mobile Camera Video

3.7.1 The Salina Police Department is committed to protecting and safeguarding victim witness privacy.

- a. Pursuant to Kansas Statute Annotated (KSA) 45-254, "Every audio or video recording made and retained by law enforcement using a body camera or a vehicle camera shall be considered a criminal investigation record as defined in K.S.A. 45-217, and amendments thereto." By defining such video as criminal investigation records, the Kansas Legislature made it clear that disclosure of body camera video shall be authorized in the same manner and subject to the same exceptions as all other criminal investigation records are pursuant to the KORA, as well as under the public interest disclosure provision for such records.
- b. Kansas Statutes Annotated 45-254 allows certain persons to make a request to listen to an audio recording or to view a video recording made by a body camera or a vehicle camera. Said law enforcement agency shall allow the person to listen to the requested audio recording or to view the requested video recording, and may charge a reasonable fee for such services provided by the law enforcement agency. Persons who may make such a request include:
 - i. a person who is a subject of the recording;
 - ii. a parent or legal guardian of a person under 18 years of age who is a subject of the recording;
 - iii. an attorney for a person described in subsection a or b;
 - iv. an heir at law, an executor or an administrator of a decedent, when the decedent is a subject of the recording.
- c. For the purposes of this policy, a "subject" of a recording shall be a person whose image or voice is in the recording. When disclosing the recording, only those portions of the recording that contain the image or voice of the person shall be disclosed.
- d. Heir at Law Defined [Subsection (c) of KSA 45-254]: An heir at law means:
 - i. An executor or an administrator of the decedent;
 - ii. the spouse of the decedent, if living;
 - iii. if there is no living spouse of the decedent, an adult child of the decedent, if living; or
 - iv. if there is no living spouse or adult child of the decedent, a parent of the decedent, if living.
- e. A person who requests disclosure pursuant KSA 45-254 shall make a request in writing using the Salina Police Department "Request for Information" form. Viewing of such video shall be by appointment only and shall take place at the Salina Police Department. A minimum one hour charge will be assessed to the requester, which must be paid in advance. Applicable fees are set forth in the City of Salina Fee Schedule under Research and Reproduce Digital Media. Additional time required for video viewing will be billed in 30 minute increments. Salina Police Department personnel must be present at all times during viewing.

The requestor is not allowed to take a cellular telephone or any other type device, capable of recording video and/or audio, into the viewing room. The requester shall not in any manner record or copy the video being viewed.

- e. The person shall have access to listen to the requested audio recording or to view the requested video recording within twenty (20) days after making the request.
 - f. Subject to the foregoing, videos which identify the victim of any sexual offense, videos which the release would constitute an unwarranted invasion of personal privacy, videos within the interior of a facility that offers health care, mental health care or social services, videos within the interior of a private residence, and videos within a place that a reasonable person would expect to be private, shall not be subject to disclosure, unless otherwise required by state or federal law.
 - g. If it is determined that the release of Body-Worn camera video, or any portion thereof, for disclosure to the general public may be necessary for the furtherance of a legitimate law enforcement purpose, requests for such release shall only be approved by the Chief of Police.
- 3.7.2 Members shall not release to or allow the viewing of any video recording outside the Salina Police Department without first notify the Chief of Police or his designee, except when mandated by law (Exceptions being the City Prosecutor's Office or County Attorney's Office).
- 3.8. The Department shall not be required to disclose the following records:
- 3.8.1. Personnel records, performance ratings, or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the Human Resources release of names, positions, salaries and lengths of service of officers, and employees once they are employed as such.
 - 3.8.2. Information which would reveal the identity of any undercover agent, or any informant reporting a specific violation of law.
 - 3.8.3. Information which would reveal the identity of an individual who lawfully makes a donation to the Department, if anonymity of the donor is a condition of the donation.
 - 3.8.4. Records involved in administrative adjudication or civil litigation, complied with in the process of detecting or investigating violations of civil law or administrative rules and regulations, if such disclosure would interfere with a prospective administrative adjudication or civil litigation or reveal the identity of a confidential source or undercover agent.
 - 3.8.5. Records of emergency or security information and/or procedures of the Department, plans or drawings, specifications or related information for any building or facility which is used for purposes requiring security measures in or around the building or facility or which is for communications, if disclosure would jeopardize security of the Department.
 - 3.8.6. Correspondence between the Department and a private individual, other than correspondence which is intended to give notice to an action, policy or determination relating to a regulatory, supervisory or enforcement responsibility of the Department, or which is widely distributed to the Department and is not specifically in response to communications from such a private individual.

- 3.8.7. Department records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
- 3.9. Dissemination to non-criminal justice agencies.
 - 3.9.1. Regulations state that you may not indicate whether or not a record of arrest exists unless the requester is authorized to obtain both conviction and non-conviction information.
- 3.10. All requests sent by this Department to the National Crime Information Center, Interstate Identification Index or Kansas Bureau of Investigations for criminal history record information is logged by the Kansas Bureau of Investigation..

4. Fees

- 4.1. A fee is charged for copies of reports when released to those with legal and rightful access. See the City of Salina Comprehensive Fee Schedule for the applicable fee to be charged for each item requested.
- 4.2. Receipts for all fees charged shall be made and kept according to records retention policy. The receipt shall be made showing the date collected, name(s) of the purchaser, and for which service the money was collected.
- 4.3. The Records Unit's cash drawer maintains \$100.00 cash on-hand for daily handling. The drawer is balanced by two (2) persons on a weekly basis. The amount collected for fees is recorded on a balance sheet and then submitted to the City Clerk's office. The City Clerk's office then furnishes the Records Unit with a copy of the amount that was collected.
- 4.4. Police Support Specialists and the Police Support Supervisor shall be solely responsible for receiving monies for the Records Unit.
- 4.5. Receipts and monies shall be kept under lock and key.

5. Requests for Review

- 5.1. An individual may request to review his record on file with the Department under the provisions of KSA 22-4709.
- 5.2. The review request must be accompanied by the current non-refundable fee as put forth in the City of Salina Comprehensive Fee Schedule.
- 5.3. Requests shall be made in person during business hours of 8:00AM – 4:30 PM., Monday through Friday, excluding holidays.

6. Records Challenge

- 6.1. Any challenge of the accuracy of the subject's record must be made in writing on the Department approved challenge form stating the reason for the challenge.
- 6.2. Such a challenge must be made during regular business hours as described previously.
- 6.3. Upon the completion of the challenge, the challenge form shall be saved electronically in the subject's electronic file.
- 6.4. The Department shall have thirty (30) calendar days to answer the records challenge.

7. Privacy and Security of Juvenile Records

- 7.1. All Department records concerning a public offense committed or alleged to have been committed by a juvenile less than 18 years of age shall be kept readily distinguishable from criminal and other records. These records shall only be disseminated to courts, Department of Children and Families (DCF), or other law enforcement agencies.
- 7.2. Reports concerning a Child in Need of Care (CINC), i.e., child abuse or neglect, received by the Department shall only be disseminated to courts, DCF or other law enforcement agencies.
- 7.3. All reports concerning juveniles as described in 7.1 and 7.2 above shall be clearly identified in the computer record as a "juvenile" jacket. Hard copy fingerprint and mug files older than 2000 for juveniles are marked with either an "X" at the end of their assigned number, or filed alphabetically with the word "Juvenile" on the jacket. As of 2000, the Records Unit no longer maintains fingerprint cards or photos. They are electronically captured by the Saline County Sheriff Office and electronically submitted to the Kansas Bureau of Investigation. All juvenile reports and fingerprints before 2008 shall be retained according to the schedule found in 11.1. of this General Order.
- 7.4. A juvenile involved in a confidential incident is closed and only appropriate personnel have access.
- 7.5. Once a juvenile reaches age 18, their computer records are protected from adding adult activity based on software programming. -
- 7.6. Expungement of records when ordered by the court shall be handled by the Records Unit Supervisor or by his /her designee. If a hardcopy expunged record exists, they shall be removed from the files and sealed by the Records Unit Supervisor or his/her designee. The expungement order by the court shall be kept on file with the record being expunged. Electronically expunged files are sealed electronically. The expungement order is scanned, filed, and also sealed electronically.
 - 7.6.1 Any expunged record shall only be opened by a court order or when required by law for certain criminal justice agency or appointed court positions.
- 8. Only authorized personnel will be allowed entry into the Records Unit and Emergency Communications Unit. In order to ensure access to criminal history records information when needed, the Records Unit shall be open and available to authorized operational personnel 24-hours a day.
 - 8.1. All department personnel are authorized access to the Records Unit in order to conduct required work-related business or to retrieve information sent up from Communications.
- 9. No criminal history information shall be disseminated over the phone unless the Departmental employee can ensure that the receiver of the information is authorized to obtain the information. Information may be requested in person, fax, e-mail or mail by a criminal justice agency or other individual or agency entitled to the report.
- 10. When the Records Unit receives a legitimate, lawful request from another criminal justice agency, a private corporation, or an individual for a copy of a report, it may be distributed according to the following guidelines:
 - 10.1. Requests by private individuals may obtain only the front page of a Kansas Standard Offense Report, Case Report or Incident Report for civil purposes.

- 10.2. A person involved in a traffic accident, Insurance companies, or the owner of property damaged in a traffic accident may obtain copies of accident reports for civil purposes.
- 10.3. Requests by private individuals or corporations for criminal or traffic statistics shall be honored at the discretion of the Chief of Police.

11. Records Retention Schedule

- 11.1. The Department will maintain records according to the following schedule:

RECORD CLASS	RETENTION	ELECTRONIC
Accident Reports	Permanently	Yes
Fingerprint Cards (<year 2000)	80 years or until deceased Electronically Stored at KBI	No
Fingerprint Cards (>year 2000)		Yes
Incident Reports	Permanently	Yes
Juvenile Reports	Permanently	Yes
Offense Reports/Supplements	Permanently	Yes
Photos (<year 2000)	Felony Crimes Permanently Misdemeanor Crimes 5 yrs.	No
Photos (>year 2000)		
Photos-Mug (<year 2000)	Electronic Photos began in year 2000 - Permanent	Yes
Photos-Mug (>year 2000)		
Receipts for Fees	5 years	No
Traffic Citations (<2013)	< 2013 Municipal Court > 2013 Permanent	No
Traffic Citations (>2013)		Yes
Vehicle Impounds	Permanently	Yes

- 11.2. Photographs from the year 2000 forward for criminal and traffic cases are stored electronically and retained permanently.
- 11.3. All permanent history records are maintained at the Department and at Kansas Underground Vaults & Storage, 3301 Carey Blvd., Hutchinson, KS 67504. Electronic records are maintained by the City of Salina Computer Technology Department.

12. Uniform Crime Reporting and National Incident-Based Reporting

- 12.1. To aid the Department, Kansas Bureau of Investigation, and Federal Bureau of Investigation, the Records Unit shall maintain crime statistics for this jurisdiction based on Kansas Incident Based Reporting categories.
- 12.2. Such statistics are mandated in K.S.A. 21-2501a and K.S.A. 21-2504, authorizing the Attorney General to collect information necessary to determine true crime in Kansas. The Attorney General assigned the Kansas Bureau of Investigation as the Central Repository for statistics. The Kansas Bureau of Investigation will then forward the required information to the Federal Bureau of Investigation.
- 12.3. All Kansas Standard Offense Reports (including KSOR, KSAR and KSPR reports) alleging a violation of any Kansas statute are forwarded electronically to the KBI for their collection of Kansas Incident Based Reporting (KIBR) elements.

13. Incident Reports and Management

- 13.1. When a call for service is within the Department's jurisdiction, or an Outside Agency Assist request is reported to the Department, an incident number shall be assigned.

Each call for service shall result in the writing a Standard Offense Report, an accident report, an incident report or an annotation in the call-screen as appropriate.

13.1.1. A call for service shall be defined as:

- a. Citizen reports of crime
- b. Citizen complaints
- c. Incidents resulting in personnel being dispatched or assigned
- d. Criminal and non-criminal cases initiated by law enforcement personnel
- e. Incidents involving arrests, citations, or notices to appear

13.2. All incidents shall receive a number in the form "YYYYNNNNNNNN". Where the YYYY represents the year, and the NNNNNNNN represents the digit number. These numbers begin with the number one at the beginning of each calendar year, and shall be assigned consecutively. All case and accident identification numbers are assigned from the incident number.

13.3. Incident reports shall be reviewed and approved by the Shift Supervisor followed by a Police Support Specialist prior to being forwarded to the Records Unit for final processing.

13.4. The Kansas Incident Based Reporting System Handbook addresses how the Kansas Standard Offense, Arrest and Property Reports shall be completed. See listing of agency approved forms for use in field reporting. It explains the multilevel reporting capability and is designed to facilitate the work of the officers in the field by guiding them through the report process to generate complete, uniform and accurate data.

13.5. Reports may be copied or printed and distributed by the Records Unit to the following:

13.5.1. The City Prosecutor when requested.

13.5.2. The County Attorney when requested.

13.5.3. Other criminal justice agencies when reports of incidents in their jurisdictions have been taken in this jurisdiction as a courtesy.

13.5.4. The Traffic Supervisor when an accident involves a hit and run.

13.5.5. Weekly to the Kansas Department of Motor Vehicles for all accidents involving more than an estimated \$1000.00 damage, or injury.

13.5.6. Risk Management when city property is involved.

13.6. Reports shall be printed for outside agencies by a Police Support Specialist only after reports are approved by a Patrol or Detective Supervisor.

14. Offense and Accident Report Review

14.1. Original Standard Offense, Arrest Reports and Accident Reports shall be reviewed by the Shift Supervisor. The review shall be performed to help ensure clarity, content and accuracy of the written report. The supervisor approving the report is identified electronically.

14.2. The Traffic Supervisor will review all accident reports for content, clarity, and accuracy.

- 14.3. Prior to dissemination and filing, each report will be recorded in the Records Management System (RMS) programs.
15. The Records Unit shall be the Department distribution center and may be used to distribute incoming offense and accident reports, mail, memos, and other forms of communication.
16. It is the responsibility of the Records Unit to process, maintain and distribute information regarding traffic accidents.
 - 16.1. It will be the responsibility of the Records Unit to upload accident reports to www.CRASHDOCS.com within 5-7 business days of the report being received by records.
 - 16.2. The Records Unit shall maintain files and computer data regarding actions taken which affect the traffic function. The following data shall be collected:
 - 16.2.1. The Records Unit maintains and compiles accident data on an annual basis which contains the type of accident:
 - a. Property
 - b. Injury
 - c. Alcohol
 - d. Fatality
 - 16.2.2. Upon request, the Records Unit shall provide traffic accident data to the city, county and state staff, civilian engineers and others, as approved by the Chief of Police. The accident report compilation data which is available is as follows by:
 - a. Date
 - b. Location
 - c. Officer and accident type
 - d. Accident type
 - e. Injury report by accident type
 - f. Injury report by location
 - g. Tally by hour/day of week
 - h. Summary by location type
 - 16.2.3. The Department's Records Management System (RMS) has readily available traffic enforcement data, including citations, arrests, and incident locations.
 - 16.2.4. Roadway hazards are identified in Accident or Incident Reports or through a verbal notification to the responsible entity, i.e. Public Works. At a minimum, the notification will be annotated on the call screen. Corrective action and notifications are made on scene and through Emergency Communications upon discovery.
17. **Traffic Citation Maintenance**
 - 17.1. The Department employs the use of electronic and paper copy ticketing for maintaining records of traffic citations. Based on security of the electronic ticketing software, only a supervisor or administrator of the software can void or change a ticket type, i.e., from a chargeable offense citation to a warning citation.
 - 17.2. Assignment of traffic citation number(s) to Officers is performed electronically by the digiTICKET computer software program. When the officer issues a citation, the offender shall receive a computer-generated printed copy.

- 17.2.1. Assignment of numbered paper tickets is performed by the Police Support Supervisor, or their designee. All hardcopy citations will be securely stored in the records area.
- 17.2.2. On at least an annual basis, an audit will be conducted on all traffic citations.
- 17.3. Citations which contain errors that cannot reasonably be corrected shall be modified to a warning by a Supervisor or the Records Supervisor.
- 17.4. An import process shall be performed daily to transfer the electronic citation file into the Department's Record's Management software. The record will contain the citation number with the offender name and all other descriptive and identifying information collected on the citation, i.e. date, time, location etc.
- 17.5. A duplicate electronic citation file is automatically created for the Salina Municipal Court. It shall be the responsibility of the Court to import and maintain this file in their Full Court software.

18. Operational Component Records

- 18.1. Sensitive investigative reports may be maintained by the Department Drug Task Force (DTF) Unit. The DTF Unit Supervisor is responsible for security of the respective files.
- 18.2. These additional reports shall be on active case files and shall be transferred to records when the case is completed or when no longer sensitive.
- 18.3. Additional intelligence files are maintained by the DTF Unit and a Police Support Specialist. The Drug Unit Supervisor shall be responsible for their security.

19. Identification Number and Criminal History

- 19.1. Criminal history files shall be maintained on any person who is arrested by the Department. Files shall contain (if available):
 - 19.1.1. Photographs
 - 19.1.2. Arrest reports
 - 19.1.3. Computerized "profile" indicating case number and victim name where corresponding case material is located
- 19.2. The arrestee's profile, in addition to name and date of birth, shall contain a unique identification number, which is the jacket number. Jacket numbers are assigned by the Department's Records Management System (RMS), and are consecutive and unique to each individual. The same numbers apply to all subsequent arrests, and are strictly controlled under New World security programs.

20. Arrest Reports

Arrest Reports form the basis for prosecution and ultimate adjudication of criminal offenses. Each document shall be concise yet contain sufficient facts and descriptive details to support the charge(s). The document shall be legible and easily understood. All officers shall receive training regarding the proper completion of arrest reports in initial academy training and during field training.

- 20.1. An arrest report shall be completed whenever a custodial arrest occurs, or when a Juvenile Notice to Contact (NTC), or a Notice to Appear (NTA), is issued. When processed in Records, the arrestee's profile is automatically updated.

- 20.2. Fingerprint cards for adults are electronically generated and filed by the Saline County Sheriff's Office personnel whenever an arrestee is booked. They can be retrieved from the Kansas Bureau of Investigation.
- 20.3. Fingerprints and mug photographs of all juveniles detained for class A and B misdemeanors or for crimes which would be felonies if they were adults, must be obtained through the same personnel but have to be initiated by the officer if the arrestee is not placed in detention. This is done by notifying the Saline County Jail prior to releasing the juvenile arrestee and transportation of the juvenile to the North Central Regional Juvenile Detention Center, located in Junction City.
- 20.4. Mug photographs are stored electronically and are indexed by subject's jacket number and the booking number. The photographs can be accessed through the Department's Record Management System (RMS). The Kansas Disposition Report (KDR) is generated and then routed to the respective courts by the Saline County Sheriff's Office personnel when a custodial arrest is made. When an NTA or NTC is issued, the Police Support Specialist shall be responsible for generating the Kansas Disposition Report (KDR) and routing it to the respective court(s).

21. Warrant/Wanted Person Procedure

- 21.1. All District Court warrants are maintained by the Saline County Sheriff's Office personnel.
- 21.2. The Emergency Communications is responsible for entering all Municipal warrants into the local computer and into the FBI Information Systems - National Crime Information Center (NCIC) files.
- 21.3. All Saline County and Municipal warrants must be verified by hard copies prior to warrant service.
- 21.4. A person may be arrested upon notification of the Department, in writing or by teletype, that a person is wanted by that jurisdiction for a felony, misdemeanor, or traffic violation. All NCIC "hits" must be confirmed in this manner.
- 21.5. Warrant Clearance
 - 21.5.1. All District Court warrants are cleared by the Saline County Sheriff's Office when they are no longer valid.
 - 21.5.2. All Municipal Court warrants are cleared by on-duty Emergency Communications personnel and the hard copy of the warrant is released to the Municipal Court.
 - 21.5.3. Warrant information shall be accessible 24-hours-a-day through Emergency Communications and the Saline County Sheriff's Office.

22. Security of Central Records Computer System

- 22.1. All Department personnel are required to change their network password every 90 days. This is a citywide policy. This is managed by the City's Computer Technology (CT) Department through an automated computer program. If the password is not changed within the specified number of days, the user cannot sign-on until the password is changed.
- 22.2. Access violations to the city's network are monitored by the City's Computer Technology Department through an automated computer system log. These logs are kept permanently on annual back-up tapes and are stored off-site.
- 22.3. Access violations to the Departments records management system are monitored through audit transaction control files within the Department's RMS software.

- 22.4. The Department's RMS provides an administrator the ability to specify the exact operations to which each user is authorized, for every procedure used in the software application. These operations include the ability to add, delete, and change existing information, view information without the ability to change it and unlock an entry once it has been locked. (When an entry is locked the information associated with that entry cannot be changed or deleted.) This procedure secures all computerized criminal history records maintained by the Department.
- 22.5. Additionally, options are provided to define program security for both an individual user, or for a group of users. The Department has implemented the group profile feature. Profiles have been created according to work assignments. As employees are hired, transferred or re-assigned security can easily be updated by changing the user's profile.

23. Outside Software Usage

- 23.1. Any software purchased outside of the City's Computer Technology Department, must be approved by the Chief of Police prior to its purchase.
- 23.2. The Computer Technology Department provides a network version of anti-virus protection software. It is maintained and the definitions are upgraded weekly via the city server. Once the server has downloaded the new definitions they are then sent to every personal computer on the city network system.
- 23.3. Laptop computers have individual copies of anti-virus protection software installed and are upgraded as new versions of the software are released.

24. Computer File Backup and Storage

- 24.1. The City Computer Technology Department is responsible for the Department's computer file backups, storage and retention schedule.
 - 24.1.1. The Computer Technology Department provides the City with daily, weekly, monthly and annual backups. These backups are secured off site and at random locations that are rotated at the Computer Technology Department's discretion.
 - 24.1.2. Weekly backups are on a 7-week retention schedule.
 - 24.1.3. Monthly backups are on a 14-month retention schedule.
 - 24.1.4. Annual backups are on a permanent retention schedule.

BY ORDER OF

CHIEF OF POLICE