


The Tarrant County College District Police Department

GENERAL ORDER

	SUBJECT	GENERAL ORDER NUMBER
	Security & Release of Records & Information	116.00
	CALEA STANDARDS	EFFECTIVE DATE
	82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.3.1, 82.3.5	May 1, 2015
	REVISION DATE	
APPROVAL	PAGES	
Shaun Williams, Chief of Police	7	

Policy Statement - The Tarrant County College Police Department shall maintain a records function.

Purpose - The purpose of this written directive is to provide for the establishment of the records function within the Support Services and the operational guidelines for the processing, filing, and retrieving of departmental records.

116.01 - DEFINITIONS

Controlled Form - Any form that is registered by the Department and has an assigned identifying control number.

Expunge - The return and deletion from the public record of an individual's arrest record and related information pursuant to a specific court order.

Incident Report - A type of report form used to record non-criminal activity.

Offense Report - A type of report form used to record the results of an Officer's investigation of a criminal incident.

Records - Information collected, processed, and stored by a police department during the course of its' daily operations.

Retention - To keep or to hold for a specific period of time.

116.02 - RECORDS COMPONENT AND FUNCTIONS

- A. The Department Records is the responsibility of the Professional Services Division.
- B. The Central records functions include:
 - 1. The collection of all reports and other data involving police/security related activities, to include at a minimum:
 - a. Service Calls and Crimes by Type **A 82.3.2 a.**
 - b. Service Calls and Crimes by Location **A 82.3.2 b.**
 - c. Stolen, Found, Recovered and Evidentiary property files **A 82.3.2 c.**

2. The review of each report to ensure that Tarrant County College Police guidelines and Tarrant County College Police Department General Orders and Personnel Orders are being followed in the completion and approval of all report forms
 - a. It should be noted that Patrol Supervisors have important roles in the review and quality control process for Department reports.
3. Ensuring that reports are completed when required by Department General Order and/or Standard Operating Procedure(s).
4. The retrieval, preparation, and distribution of reports and data to various other authorized requesting individuals.
5. The maintenance of records in an accurate and orderly manner through prompt filing or timely entry of data into the Department's data system.
6. Ensuring the sealing and/or expungement of arrest records pursuant to court order at the direction of the Chief of Police.
7. Compliance with federal and state statutes regulating the maintenance, retention, distribution, and release of information.
8. The timely transfer of records to electronic data storage media.

116.03 - PRIVACY AND SECURITY PRECAUTIONS

- A. Records personnel shall ensure that all Juvenile records are filed separately from adult records. Reference *Texas Family Code, Section 58.007* **A 82.1.2 a.**
- B. Records personnel shall ensure that all photographs and other forms of identification pertaining to Juveniles is collected, disseminated, and retained according to procedures detailed in *Texas Family Code, Section 58.007 and 58.0071*. **A 82.1.2 b.**
- C. The Administrative Lieutenant will establish procedures to ensure the physical security of Central Records, as well as controlling access to files. A list of those authorized to enter Central Records will be approved by the Chief of Police and strictly followed. **A 82.1.2 c.**
 1. Access to Central records during normal business hours shall be controlled by Records Personnel and is restricted to those members of the Department engaged in official Records related activities. **A 82.1.2 c. and A82.1.1a**
 2. After hour access to Central Records is by authorization of the Chief of Police and is regulated by strict key control. The copying of reports during after hour access is authorized only by the Chief of Police. **A 82.1.1 b.**
 3. Original Incident/Offense reports and other related police activity records remain on file in Central Records and may be removed, with proper authorization, only for the purpose of copying and scanning for official use. Records personnel are responsible for reconciling follow-up reports with the original case report. **A 82.1.5**
 4. All Incident/Offense reports will be kept confidential and secure from public view or access. Except, the public information or "cover sheet" of Incident/Offense reports is available for public viewing.

- D. The release of Tarrant County College Police Department records is by authority of the Chief of Police or in his absence, the Assistant Chief of Police. The Public Information Officer is the person designated to release other Tarrant County College District records. Police Department Records are released pursuant to the *Texas Public Information Act found in the Texas Government Code Chapter 552*. **A 82.1.1 c**

E. **Criminal History Information** **A 82.1.7**

1. **Local Records.** Local agency manual and computerized summary data on arrest and conviction of adults is public information releasable on request under the Public Information Act through the Chief of Police, Assistant Chief of Police and/or The Public Information Officer for the Tarrant County College District.
2. **Computerized Criminal History (CCH).** Criminal history data on an individual from the state or national computerized file is not public information. It is available as specified in this Section. Any other request is to be referred to the Chief of Police.
 - a. No CCH data will be released to non-government agencies or individuals.
 - b. Access to computerized criminal history information for non-criminal justice agencies given in *Government Code Chapter 411 Subchapter F* for licensing and employment screening does not include access through local law enforcement agency terminals. Requests for CCH data under this statute are to be referred to the Department of Public Safety.
 - c. Department personnel may obtain a CCH as follows:
 - (1) Patrol officers may request a CCH through Communications when there is an immediate need for the data to further an investigation or in a situation affecting the safety of an officer or the general public. **Routine use of and access to computerized criminal histories is prohibited.**
 - (2) The Hiring Supervisor may request a CCH through Communications for the processing of personnel within legal and procedural limitations.
 - (3) Investigative personnel may obtain CCH data for use as an investigative tool when a suspect is identified in a reported criminal offense.
 - d. The computerized criminal history is not to be used as the determining factor in whether or not to arrest a subject.
 - e. CCH requests from field personnel may be made via radio or telephone. Responses will be through telephone. Only if no telephone is available may CCH data be transmitted via radio.
 - f. Persons who obtain criminal history data in any manner are accountable for its dissemination and disposition.

116.04 - RECORDS RETENTION SCHEDULE

- A. The Department records retention policy is The Tarrant County College District Records Retention Schedule Guidelines for Institutions of The Tarrant County College District System. **A 82.1.3**
- B. Juvenile records are destroyed each year in accordance with the Tarrant County Juvenile Justice Center Directive on Juvenile Records. **A 82.1.2 d.**
- C. Records maintained by this agency shall be removed in accordance with a court order to expunge. **A 82.1.2 e.**

116.05 - COMPUTER ACCESS OF CENTRAL RECORDS INFORMATION **A 82.1.1 b.**

- A. The Department recognizes that operations personnel may have a need to access information contained in Central Records files, after normal business hours. To this end, officers are allowed to "read only" Incident/Offense reports and the Master Name Index contained in the Department computer files. Copying or printing these files is prohibited, unless authorized by the Chief of Police.

116.06 - DEPARTMENT RECORDS AND FILES

- A. The Department Computer Reporting System maintains an Alphabetical Master Name Index. **A 82.3.1**
 - 1. The Alphabetical Master Name Index includes the names of arrested persons, suspects, victims, complainants, witnesses, reporting persons, persons receiving Criminal Trespass Warnings, and persons listed on Field Interrogation (FI) Cards.
 - 2. Names included in the Master Name Index will show their designation i.e., suspect, victim etc. and may be cross referenced.
- B. The Department Computer Reporting System maintains indexes and files pertaining to:
 - 1. Incidents by type, which facilitates Uniform Crime Reporting by Part I and Part II Offenses.
 - 2. Incidents by location.
 - 3. Stolen, found, recovered and evidentiary property.
 - 4. Traffic collision data. **A 82.2.3a**

116.07 - RECORDS PERTAINING TO CLASS C CITATIONS

- A. The Tarrant County College Police Department utilizes Multiple Municipal Court Citations. The procedure for obtaining and auditing these citations is detailed in *General Order 307.00*.
- B. Records personnel enter citation information into the Department Computer Reporting System. **A 82.3.3b**

116.08 - RECORDS MAINTAINED OUTSIDE CENTRAL RECORDS A 82.3.5

- A. Records and reports may be maintained outside Central Records in the following circumstances:
 - 1. Division Commanders and Component Supervisors may maintain records of the activity for their area of responsibility such as daily reports, monthly reports, activity reports, inspection reports, sick leave and vacation requests and usage, counseling forms, employee evaluations and documentation, and other miscellaneous reports and forms as needed.
 - a. These records are retained as needed and then forwarded to Central Records or Human Resources for retention and /or destruction.
 - 2. Investigators may maintain files on active cases.
 - a. These records may be maintained until the case is cleared or inactivated, in which case they will be forwarded to the prosecutor's office and/or returned to Central Records for inclusion in the original file.
 - 3. Personnel, payroll, and employee medical files may be maintained by the District Human Resource Division.
 - a. These records are maintained while the individual is employed and then disposed of according to the records retention schedule.
 - 4. Department budget, financial, and other administrative records and files may be maintained by the Chief of Police.
 - a. These records are maintained as needed and then disposed of according to the records retention schedule.
 - 5. Training Records, Accreditation Files, and Internal Affairs Investigations are maintained by the Training Coordinator and/or Accreditation Manager.
 - a. Training Records and Internal Affairs Investigations are maintained while the individual is employed and then disposed of according to the records retention schedule.
 - b. Accreditation files are maintained as needed in conjunction with the Accreditation process.
 - 6. Property and Evidence records and files are maintained by the Property/Evidence Custodian.
 - a. Property and Evidence records and files are maintained while the article is held by the Tarrant County College Police Department. After disposition of the article, the records and files are disposed of according to the records retention schedule.
 - 7. Records pertaining to the issuance of Departmental keys are maintained in the Access Control Component.
 - a. Key records and files are maintained as long as necessary and then disposed of according to the records retention schedule.

8. Records pertaining to the issuance of parking permits, parking citations, and parking appeals are maintained by the individual campuses.
 - a. Parking records and files are maintained as long as necessary and then disposed of according to the records retention schedule.
9. Recruitment and Hiring records and files are maintained by the Support Services Division.
 - a. Recruitment and Hiring records are maintained as long as needed and then disposed of according to the records retention schedule.

116.09 - ANNUAL COMPUTERIZED RECORDS AUDIT **A 82.1.6 c and d**

- A. The Data Base Administrator will conduct an annual audit for verification of all passwords, access codes, or access violations of the department's computerized records system. The Data Base Administrator will submit a report to the Chief of Police detailing the status of the department's computers, access or security problems, and recommendations for improving the security of the department's computer and records system.

116.10 - COMPUTERIZED CENTRAL RECORDS PROCEDURES

- A. **Central Records Computer Files.** Central Records Computer Files shall be maintained according to Records Retention Laws and Regulations. **A 82.1.3**
- B. **Back-Up and Storage.** Back-Up and storage of Computer Records is conducted according to a regular schedule by the Tarrant County College District Police Department Data Base Administrator at an off-site location. These functions will be conducted according to accepted practices to include storage off-site in a secure facility or area. If used media is not recycled, methods of destruction should be determined to ensure that data is not retrievable from the discarded media. **A 82.1.6 a and b**

APPENDIX A

Tarrant County College Police Department Record Retention Schedule

Record Series Number	Agency Item Number	Records Series Title	Retention Periods			Security	Archival	Medium	Vital
			Agency	Storage	Total				
1.1.025	PD001	Field Training Guides	US+3		US+3	O	O	P or E	X
1.1.010	PD002	FCC Regulations	US+1		US+1	O		P or E	
5.1.005	PD003	Certified Letter File	FE+3		FE+3	O		P or E	
6.1.003	PD004	Appeals Verdicts	3		3	O		P or E	
5.6.009	PD005	Vehicle Registration	US		US	O		P or E	
6.1.004	PD006	Offense Reports	AV+AC		AV+AC	C		P or E	
6.1.003	PD007	Incident Reports	3		3	O		P or E	
	PD008	Calls for Service	3		3	O		P or E	
	PD009	Uniform Crime Reports	2		2	C		P or E	
	PD010	Juvenile Records	10		10	C		P or E	
	PD011	Dispatch Logs	1		1	O		P or E	
	PD012	Criminal Trespass Warnings	2		2	C		P or E	
	PD013	National Crime Info Center/Texas Crime Info Center Activity	1		1	C		P or E	
	PD014	Bicycle Registration	1		1	O		P or E	
	PD015	Vehicle Impound Cards	2		2	O		P or E	
Remarks: AC = Statute of Limitations									
RETENTION CODES		MEDIUM CODES		ARCHIVAL CODES		SECURITY CODES		VITAL CODE	
AC	After Closed, Terminated, Completed, Settled, End of Semester	P	Paper	I	Retain in Department Archives	O	Open Record	X	Indicate with an "X"
AV	As long as Administratively Valuable	E	Electronic	O	Review by Department Archives	C	Confidential		
CE	Calendar Year End	M	Microfilm						
FE	Fiscal Year End	O	Other						
LA	Life of Asset								
MO	Months								
PM	Permanent								
US	Until Superseded								
*	All audit requirements will be met before final disposition.								