
	GAITHERSBURG POLICE DEPARTMENT			
	Records Maintained Outside Central Files			
	GENERAL ORDER	108.6		Related CALEA Standards: 14.1.2, 17.1.1, 26.1.8, 33.1.7, 33.5.2, 43.1.2, 51.1.2, 52.1.10, 61.1.9, 81.2.9, 82.1.1, 82.1.2
	Effective Date	03/27/2015		
Authorized by:	Mark P. Sroka CHIEF OF POLICE	SIGNATURE	DATE	

I. PURPOSE

The purpose of this directive is to outline the presence of, and responsibility for, records that are maintained apart from other Department files.

II. POLICY

The extent to which a record is maintained with or without security will depend upon the nature of the record and need for extra security measures, as determined by law or the keeper of the record. Records relating to personnel matters and records containing information that is protected from public disclosure shall be maintained securely and in such a manner that their contents are not divulged, except to authorized personnel for an official purpose.

III. DEFINITIONS

This directive does not contain any terms deemed to require special definition.

IV. PROCEDURE

A. Chief of Police

1. The Chief of Police maintains records in secure files relating to:
 - a) Personnel;
 - b) Disciplinary actions;
 - c) Grants and the budget; and
 - d) Other records deemed necessary by the Chief of Police.
2. The Administrative Support Supervisor maintains records related to Department cash activities.

B. Command Staff

1. The Chief of Police oversees internal affairs investigations and ensures that records are maintained relating to:

- a) Recently completed internal investigations (dated records are maintained in secure archives);
 - b) Ongoing internal investigations; and
 - c) Other records deemed necessary by the bureau commander or as directed by the Chief of Police.
2. The bureau commander designated as the Personal Patrol Vehicle (PPV) Coordinator maintains records related to the PPV Program.
 3. The bureau commander designated as the primary Evidence/Property Custodian maintains records pertaining to evidence and property held by the Department.
 4. The bureau commander designated to coordinate computer security maintains records relating to authorized CJIS and NCIC computer users.
 5. In addition to those records already listed, bureau commanders maintain records relating to personnel under their command.
 6. The Emergency Management Coordinator is also designated as the Department's Training Coordinator and maintains records relevant to:
 - a) Training;
 - b) Emergency operations; and
 - c) Grants.

C. First Line Supervisors

1. First line supervisors maintain records relating to:
 - a) Activities of their respective shifts or units;
 - b) Special events assigned to them; and
 - c) Other records deemed appropriate by them or their bureau commanders.
2. First line supervisors also ensure that officers maintain records concerning their court cases and collateral duties.

D. Accreditation Manager

1. The Accreditation Manager maintains records relating to:
 - a) Expunged arrests;
 - b) Accreditation;
 - c) Training files;
 - d) Roll-call training receipts;
 - e) Juveniles taken into custody; and
 - f) Juvenile expungements.
2. Records maintained by the Accreditation Manager that pertain to juveniles consist of photocopies of arrest reports or citations, photographs and related attached information.

E. Investigators

1. The investigator maintains records relating to:
 - a) Vice and organized crime complaints;
 - b) Criminal intelligence information and databases; and
 - c) CVSA examinations.
2. Active internal affairs investigation files are also maintained by the assigned investigator, in a secure location and separate from any other Department records.
3. Street Crimes Unit investigators maintain confidential informant files in a secure location with restricted access.

F. Traffic Unit

1. The Traffic Safety Unit maintain records relating to:
 - a) The calibration, testing and upkeep of Department traffic radar and laser units; and
 - b) Activities in complaint areas.

2. The sergeant supervising the traffic safety unit maintains data on traffic complaints and selective enforcement.

G. Quartermaster

1. Personnel assigned to the quartermaster function maintain records related to inventory, storage, and issuance of Department owned uniforms, property and equipment.
2. The quartermaster function may also compile and maintain records relating to Department owned vehicles.

H. Archives

1. General record archives contain non-sensitive records and are located in the special operations area within the police facility.
2. Archives containing sensitive information are kept in a separate location within the police facility, behind at least two layers of security, with restricted access.

I. Community Outreach

1. The Community Services Officer maintains records concerning community outreach efforts and crime prevention programming.

J. Crime Analysis

1. All crime analysis reports are maintained by the Department Crime Analyst.

K. Disposal of Records

1. Keepers of records shall not dispose of any official record, except pursuant to the records' retention schedule.
2. When disposing of a record, care should be taken to dispose of it in the most appropriate manner. Sensitive records shall be shredded.