

## Records Section Procedures

### 806.1 PURPOSE AND SCOPE

The Records Supervisor shall keep the Department Records Section procedures continuously updated to reflect the procedures being followed within the Records Section. Policies and procedures that apply to all employees of this department are contained in this chapter.

The Records Unit file storage area is accessible only to employees of the Records Unit. In the event of an after-hours emergency, supervisors are authorized to sign out a key from the Communications Section that will allow access to the Records Unit. (82.1.1.a) (82.1.1.b) (82.1.2.c)

#### 806.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Section personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 10-00001 would be the first new case beginning January 1, 2010.

This number will be obtained through the computer aided dispatch (CAD) system by Communications personnel. (82.2.3)

#### 806.2 FILE ACCESS

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Section, accessible only to authorized Records Section personnel.

Access to the Unit file area is restricted to Unit employees and Unit supervisors only. The entrance door into the Records Unit shall remain locked at all times during normal business hours. (82.1.1.a) (82.1.1.b)

System Security: The Information Technology (IT) Department, in coordination with the Support Services Deputy Chief is responsible for ensuring the security of computerized Peoria Police Departmental files through the issuance of individual user identifications and passwords. (82.1.7)

#### 806.3 RECORDS MANAGER TRAINING

The Records Supervisor shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Arizona Public Records law (ARS § 39-101, et seq.).