

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION 9: REPORTS AND RECORDS

SUBJECT: 900 RECORDS

EFFECTIVE: 01/01/2015

1. **PURPOSE.** An accurate flow of information is essential to police operations. The department must generate, process and secure information accurately, complete all required reports and forms, and disclose information only in accordance with this policy.

2. **POLICY.** Much of the information generated through law enforcement activity is sensitive in nature. Its release could jeopardize operations and the prosecution of cases against offenders. For this reason, department information and business shall be kept confidential. Department members shall not divulge the content of generated reports or records or other law enforcement information except as authorized.

3. **REPORTS.** Crime reports, arrest reports, citations, and other written documents constitute the information system of the department. They document the case against offenders as well as the actions taken by the department, inform the department of existing crime problems, and protect the investigating officer and the department against unwarranted allegations of improper police action.

A. **Completion of reports.** Department members shall complete all required reports and forms in an accurate, legible manner and will submit them through proper channels and in accordance with department procedures immediately upon completion.

B. **Timely submission of reports.** Department members shall submit reports on time. Reports submitted late due to inattention constitute grounds for disciplinary action. Incomplete reports may be held for up to 72 hours in the "hold box," subject to prior authorization from a supervisor.

C. **Supervision.** The Chief of Police or his designee will review all reports. No report is considered a department record until approved and accepted. Officers will be asked to elaborate or to revise reports when found to be inadequate.

D. **Original Reports.** No original report(s) shall be removed from the records unit without authorization of a records clerk or Bureau Commander.

4. **RECORDS.** Records are maintained by the department as a public service, an investigative and administrative aid, and to provide statistical data. Although police records are "public records", their use is limited. With certain restrictions, report information may be released to those persons who qualify as agents of approved criminal justice agencies or those agencies specifically authorized. The department may provide reports to victims or parties involved in traffic accidents after the investigation has been completed.

A. **Falsification, destruction of records.** No department member shall falsify, alter, or remove any report or record of the department. Anyone having knowledge of such activity must report it to the supervisor as soon as possible.

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B. Release of wanted lists, descriptions of suspects. A Bureau Commander may authorize the release wanted lists, posters, or descriptions of wanted suspects.

5. CONFIDENTIALITY OF DEPARTMENT INFORMATION. Department members shall regard all information concerning the official business operations and policies of the department as confidential and will not release such information unless authorization is specifically permitted. Any person requesting such information should be told to submit the request in writing to the Chief of Police. Requests for information by the press or other law enforcement agencies will be referred to the public information officer or a supervisor.

6. DISCLOSURE OF INFORMATION. Consistent with the public records law, the department shall take all necessary steps to insure prompt and impartial disclosures of information concerning crimes or incidents of substantial important or interest to the media. However, information will not be disclosed when such information would:

- interfere with law enforcement proceedings;
- deprive a person's right to a fair trial;
- be an invasion of a person's right to privacy;
- disclose confidential sources or information;
- disclose investigative techniques;
- endanger law enforcement personnel.

A. RELEASE OF CRIME REPORTS.

1. Department reports. The department will release only those reports that Are permitted under the Public Records law, as set forth in RS 14. Exempt reports shall not be released.
2. Other agency reports. Department copies of outside agency reports that are public record may be released with the authorization of the Bureau Commander
Requests for exempt copies (i.e. medical records) will be referred to the originating agency. If the originating agency refuses to release the report(s), and the requesting party demands copies from this department, the request will be forwarded to the District Attorney for resolution.

B. RELEASE OF INFORMATION PRIOR TO TRIAL. The procedures set forth in conjunction with the Louisiana Public Records Law.

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7. RECORDS RETENTION. The Chief of Police shall insure that records are maintained and retained in accordance with Louisiana State Statute or Departmental Rules, Regulations or Departmental Procedure.

BY ORDER OF

Darrell Basco
Chief of Police