

Administration

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Greenwood Lake Police Department Administration. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Greenwood Lake Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 ADMINISTRATION

The Chief of Police shall appoint and delegate certain responsibilities to a Administration. The Administration shall be directly responsible to the Administration Supervisor or the authorized designee.

The responsibilities of the Administration include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Administration.
- (b) Scheduling and maintaining Administration time records.
- (c) Supervising, training and evaluating Administration staff.
- (d) Maintaining and updating a Administration procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 1. Homicides.
 2. Cases involving department members or public officials.
 3. Any case where restricted access is prudent.
- (h) When the Department has received an extreme risk protection order (temporary or final) (CPLR § 6342; CPLR § 6344) (see the Extreme Risk Protection Order Policy):
 1. Filing with the court a copy of receipts for prohibited items that were surrendered or seized by officers.
 2. Mailing or serving a copy of the receipt to the person from whom a prohibited item was taken, and to the owner of the item if different, when the person was not present to receive the receipt.

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3. Reporting the results of any court-ordered background investigations to the court and, with appropriate redactions, to each party.

803.3.2 ADMINISTRATION

The responsibilities of the Administration include but are not limited to:

- (a) Maintaining a records management system for all calls for service, case reports, traffic accident reports, and arrest records.
 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
 2. Additionally, all calls for service should include information about the nature of the call, the date and time of the call, the names of involved persons, and any action taken.
 3. A record of the arrest of any person by the Department will be maintained, and include descriptive information such as name, date of birth, sex, address, Social Security number, agency arrest history, physical description, and information pertinent to the arrest.
- (b) Entering case report information into the records management system.
 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining records of all activities as part of the departments records keeping procedures. Such information is used for a variety of purposes both internally and externally.
- (e) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (f) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (g) Identifying missing case reports and notifying the responsible member's supervisor.
- (h) Participating in and maintaining compliance with the state fingerprint/criminal history records system and Uniform Crime Reporting System or the National Incident Based Reporting System.
- (i) Ensuring that use of force reports are submitted to the Division of Criminal Justice Services (DCJS) (Executive Law § 837-t; 9 NYCRR 6058.3).
- (j) Ensuring that arrest-related death reports are submitted to the DCJS (Executive Law § 837-v).

803.4 FILE ACCESS AND SECURITY

The security of files in the Administration must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case,

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including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Administration, accessible only by authorized members of the Administration. Access to case reports or files when Administration staff is not available may be obtained through the Supervisor.

The Greenwood Lake Police Department maintains and has access to an up-to-date record system for warrants that is available at all times.

The Administration is responsible for maintaining a record of all legal process handled by the Department. Information to be maintained for each item of legal process includes:

- Date and time received
- Type of legal process (civil or criminal)
- Nature of document
- Source of document
- Name of plaintiff, complainant, defendant or respondent
- Name of officer assigned for service
- Date of assignment
- Court docket number
- Date service due

The Administration will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

The Administration will maintain juvenile arrest and disposition records separate from adult arrest records. Juvenile records may not be made available to the public (Family Court Act § 381.3). The Administration is responsible for the collection, dissemination and retention of juvenile records.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Administration. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Administration. All original case reports removed from the Administration shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Administration.

All original case reports to be removed from the Administration shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Administration. The photocopied report shall be shredded upon return of the original report to the file.

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803.5 CONFIDENTIALITY

Administration staff has access to information that may be confidential or sensitive in nature. Administration staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Administration procedure manual.