

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 11.01
		Issue Date: March 21, 2005
		Revision Date: March 28, 2005; March 5, 2010; November 17, 2014; June 6, 2016
CHAPTER: Operations Support		Related Policy: G.O. 11.02 (Communications Center), G.O. 11:03 (Public Records), G.O. 11.10 (Telephone Security), G.O. 11.13 (Call Notification Guide), G.O. 11.15 (On Call Duty Roster); CJIS Security Policy Version 5.4
SUBJECT: Police Records		Related Laws: ORS 181.730, OAR 257-15 series

POLICY: All police and civil records shall be received, processed, and maintained within the framework of a centralized records system, whether manual or electronic, and in compliance with all Federal, State, and local laws.

RULE: The Lane County Sheriff's Office Administrative Division shall provide a central reception for handling public requests, either by telephone or at the reception counter, to include the processing of concealed handgun licensing, other licensing, fingerprinting, sex offender registration and other duties in accordance with all applicable laws.

PROCEDURES:

I. Organization

- A. This Unit includes but is not limited to the functions of Police Records, Civil Intake and Processing, Concealed Handgun Licensing and other licensing, Public Fingerprinting, Sex Offender Registration and Central Reception.
- B. The Police Records Unit is part of the Administrative Division and is under the organizational control of the Chief Deputy.
- C. The Unit is managed by the Administrative Support Services Manager, who is also the Custodian of Records.
- D. Communications/Records Supervisors provide direct supervision to Records Officers and may serve as the Custodian of Records as designated by the Support Services Manager.

II. Access

- A. Access to physical records maintained by the Police Records Unit will be limited to assigned Records Officers or other personnel as designated by the Support Services Manager.
- B. Hard copies of Computerized Criminal History (CCH) records will not leave the LCSO physically secure location (PSL).
- C. Physical CJI, to include printouts from RMS/JMS/CAD/WebLEDS/LEDS/NCIC, will be disposed of in the locking shred bins located throughout the department. LCSO will maintain a contract for vendor services with a company that offers witnessed curbside shredding by LCSO personnel, which is the current standard.
- D. Tours and visitors to Support Services PSL must be approved by the Support Services Manager, Communications/Records Supervisor, or designee.
- E. Non-designated personnel who require access to physical records in the normal course of their duties shall contact an on-duty Records Officer for access or for copying of selected items.
- F. *Unsolved or open homicide cases:* are generally retained within the CIS Unit, or within a secured room within Police Records Archives. Access to files within CIS is controlled by PSD Command Staff. Access to unsolved/open records stored within Archives is controlled by the Support Services Manager and Communications/Records Supervisors in conjunction with PSD Command staff.
- G. *Solved or closed homicide cases:* only case books and files for solved or closed homicide reports are retained in the main Police Records Archive area and as much as space allows, are stored in locking files. Only the Support Services Manager and Communications/Records Supervisors have keys to these locked files. Any release will occur in conjunction with PSD Command Staff approval. Processing of both open and closed files will be done in compliance with Federal, State and local laws.

III. Confidentiality

- A. All Administrative Division employees involved in the search and entry of information into any Local, State, or Federal law enforcement databases (i.e., EIS, LEADS, NCIC) must be in compliance with all related certification requirements and Sheriff's Office policy before being allowed access to those systems. These databases must only be used for legitimate law enforcement purposes.
- B. Police Records, case files and their contents maintained by the Sheriff's Office shall be disclosed and retained in compliance with the Public Records Law and State Archivist Retention schedule.

IV. Fee Schedule

- A. The Public Records Law expressly authorizes a public body to establish fees “reasonably calculated to reimburse it for its actual cost in making such records available.” The Sheriff’s Office fee schedule will be updated in accordance with changes in Lane Manual and ORS.
- B. The fee schedule will be included in the Records Procedures Manual and will be posted in the lobby of Central Reception and on LCSO’s website.
- C. The Support Services Manager, will be responsible for fees associated with the Police Services Records Unit.

V. Records Procedures Manual

- A. The Records Procedures Manual is located online on the I Drive > Shared > Manuals.
- B. Refer to the Records Manual for more detailed information about public records handling and other specific duties.
- C. The Support Services Manager shall be responsible to ensure that the Police Records Manual is current.