

Policy Number: 06-009

Lucas County Sheriff's Office
Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: RECORDS

RECORDS BUREAU PROCEDURES

I. PURPOSE

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

A. NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Bureau 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 11-00001 would be the first new case beginning January 1, 2011.

II. 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 Bureau, accessible only to authorized Records Bureau personnel.

A. REQUESTING ORIGINAL REPORTS

Generally, original reports shall not be removed from the Records Bureau. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Records Supervisor. All original reports removed from the Records Bureau shall be recorded on the report check-out log, which shall constitute the only authorized manner by which an original report may be removed from the Records Bureau.

III. 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 state and federal law.