



LONDONDERRY POLICE DEPARTMENT POLICIES AND PROCEDURES

POLICY NO: S-313	DATE OF ISSUE: November 1, 1997	EFFECTIVE DATE: November 1, 1997	REVISED DATE: January 10, 2016
SUBJECT: RECORDS SECTION ACCESS			PAGE: 1 of 2
BY AUTHORITY OF: William R. Hart Chief of Police	CALEA # 82.2.1	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	POLICY #: S-313 Dated: 11/01/97

I. POLICY

- A. Records Section information shall be accessible to personnel at all times subject to the provisions of all applicable New Hampshire RSAs. Only Records Section personnel may utilize the office equipment contained within the Records Section Room. Access to this area shall only be granted to personnel for the sole purpose of obtaining necessary information that cannot wait to be obtained until normal business hours.

II. PROCEDURES

- A. The Records Section Room shall be kept locked after records personnel secure for the day.
- B. Officers requiring information during Records Section personnel off-duty hours shall request access through their OIC. The Prosecutor is exempt from checking in with the OIC.
- C. A key shall be kept in the key board, located in Dispatch. The OIC may grant access to personnel needing entry to the Records Section Room. A sign-out sheet shall be signed by the OIC when the Records Section Room is entered after normal records personnel duty hours and when Records Section personnel are not present.
- D. Personnel shall ONLY have access to the card files. The report files shall remain secure. Should personnel need access to the report files, requests shall be made during normal business hours to Records Section personnel on duty.
- E. The prosecutor is exempt and shall have access to the Records Files to prepare for Court when Records Personnel are absent. When Records Personnel are on-duty, the prosecutor shall submit a list of files needed to Records Personnel. Records Personnel shall obtain said files and forward to the Prosecutor. When the Prosecutor has completed use of said files they shall be returned to the Records Personnel.

- F. Personnel, who need access to report files, may request access through the OIC. The OIC shall request permission of the Staff Duty Officer, Division Commanders, or Chief of Police, to call in the Records Section personnel based on exigent circumstances only.
 - G. **No original** records shall be removed or taken from the Police Building, under any circumstances, without having the prior approval of the Chief of Police.
- III.** These policies and procedures replace and supersede all policies, procedures, rules, regulations, and written directives regarding RECORDS SECTION ACCESS.