

DEKALB POLICE DEPARTMENT

Subject: **Security of Reports**

Effective Since: 8-21-03

Revision Effective: 1-1-19

Reference Material: NA

ILEAP Standards Covered: ADM.25.03

Policy #: **303.3**

Originally Issued As: General Order # 6 of 6-19-95

FTO Training Task: # 24, # 35

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PURPOSE: It is the purpose of this policy to provide guidelines for the security of official reports.

POLICY: It is the policy of this department to regard official reports as confidential. Security of reports must be maintained to prevent them from being lost, misfiled, or made available to unauthorized persons. This level of confidentiality requires that proper security be strictly adhered to.

DEFINITIONS:

Report - any official document originating from or received by the police department.

RMS - Records Management System

FOIA - Freedom of Information Act report requests

DCFS - Department of Children & Family Services

PROCEDURE:

I. Security of Reports

- A. No original reports or records shall be removed from the department without approval of the Chief of Police, Deputy Chief, or Commander. However, reports may be temporarily removed from the Records area of the department for purposes of research or investigation within the building and then returned immediately thereafter.
- B. Photocopying documents for work copies or to complete the records process is permissible. When photocopies are no longer needed, they shall be shredded or disposed of in the confidential paper containers, which will be shredded.
- C. When a person removes a case report, or any part thereof, from the department, after obtaining permission, they shall replace it with a completed "Report Removal" form. Any transfer of the report to another person or agency shall be logged on the form.
- D. Physical reports to be filed shall be left in the refile tray in the Records room for Records personnel only to refile.
- E. An officer who receives a court notice requiring his presence in court to give testimony of an incident or arrest, may take a photocopy to court. The original will be removed only when subpoenaed or under a specific request of the State's Attorney; such subpoena or request should be reviewed by a Division Commander.
- F. Unauthorized persons, on and off-site, shall not be allowed to view reports of a confidential or official nature.
- G. Civilian employees, police volunteers, interns, or other authorized persons permitted to view reports or assist with filing or purging may do so only with an understanding of their confidential nature.
- H. Though physical copies of juvenile arrest records are no longer kept due to the current electronic RMS system, any such records that may exist must be kept separate from adult criminal arrest records. [ILEAP ADM.25.03(a)]

II. Providing Reports to Persons or Agencies

- A. Attorneys will generally subpoena reports as needed. Attention should be made to the due date of the subpoena to ensure their timely release.

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- B. Citizens involved in accident may receive a copy from the automated accident report system for a fee or in person from Records personnel (M-F, 8-5) for a \$5 fee as permitted by statute.
- C. Citizens requesting reports under the Freedom of Information Act (FOIA) must do so under the statutory guidelines and under the procedures officially adopted by the City of DeKalb. Employees filling FOIA requests must do so in accordance with state statute. FOIA compliance guidance is available in a FOIA Guide prepared by the city attorney's office.
- D. Government agencies are authorized to receive copies of applicable reports without redaction and without a fee:
 - 1. State's attorney's office
 - 2. City attorney's office
 - 3. DCFS - abuse and neglect of children cases
 - 4. Branches of the United States military
 - 5. DeKalb County Housing Authority
 - 6. NIU Title IX Office (reports of sexual assault)
 - 7. Other law enforcement or government agencies as needed
- E. Nothing in this section prohibits an employee from giving a citizen the event number or case report number.
- F. Nothing in this section prohibits an employee from distributing copies of report forms designed to be issued to specific persons or agencies; e.g., tow sheets to a tow company, DUI forms to the designated recipients, dog bite forms to Animal Control, etc.

[ILEAP ADM.25.03(d)]

III. Physical Security of Agency Files

- A. The Records room door will be locked at all times.
- B. Access to the Records room by authorized employees will be gained through use of a department-issued fob or ID card.
- C. All access to the Records room is documented in the electronic building security system.
- D. Employees accessing the Records room must abide by the department's policies and procedures regarding records management.
- E. No unauthorized access or use of department records is permitted. Violations of this policy will be strictly enforced, up to and including employment termination.
- F. Any files or confidential documents kept at work stations outside the Records area must be securely kept. Any working copies of reports or other confidential documents shall be shredded or placed in a shredding bin once the copy is no longer needed.

[ILEAP ADM.25.03(b) and (c)]

Policy originally issued 8-21-03; this revision becomes effective on 1-1-19 by authority of the Chief of Police.

NOTE: This policy and procedure summarizes the department's position on this specific matter. This policy is for general direction and guidance primarily designed for use by the department's members. This policy is for internal use only and does not create or enlarge an officer's liability in any way. This policy shall not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of an internal departmental complaint and then only in a non-judicial administrative setting.