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## Records Section

### 1003.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Montgomery County Sheriff's Office Records Section. The policy addresses office file access and internal requests for case reports.

### 1003.2 POLICY

It is the policy of the Montgomery County Sheriff's Office to maintain office records securely, professionally and efficiently.

### 1003.3 RESPONSIBILITIES

#### 1003.3.1 RECORDS SECTION MANAGER

The Sheriff shall appoint and delegate certain responsibilities to the Support Services Director.

The responsibilities of this position include, but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Section.
- (b) Ensuring compliance with established, statute, policies and procedures.
- (c) Supervising the access, use and release of protected information.
- (d) 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 office members or public officials
  3. Any case where restricted access is prudent
  4. Juvenile records

#### 1003.3.2 RECORDS SECTION

The responsibilities of the Records Section include, but are not limited to:

- (a) Maintaining a records management system for case reports.
  1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.
- (b) Entering case report information into the records management system.
  1. Modification of case reports shall only be made when approved by the creator of the original record and authorized by a supervisor.

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- (c) Providing members of the Office with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.

#### **1003.4 FILE ACCESS AND SECURITY**

The security of files in the Records Section 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 sheriff's office case (including, criminal history records, publicly accessible logs, and informal notes, etc.) shall be maintained in a secure area within the Records Section, and accessible only by authorized members of the office.

The Records Section will also maintain a secure file for case reports deemed by the Sheriff as sensitive or otherwise requiring extraordinary access restrictions.

##### **1003.4.1 ORIGINAL CASE REPORTS**

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting office member shall first obtain authorization from the Records Manager. All original case reports removed from the Records Section 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 Records Section.

All original case reports in the Records Section shall be backed up electronically in RMS. Major crimes case files may be kept in paper form and filed with all of its original paperwork.

#### **1003.5 CONFIDENTIALITY**

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section 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.