



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

Police Chief: John M. Fitzgerald

GENERAL ORDER: 6-1 THE RECORDS FUNCTION

DATE: 2/6/2020 Pages: 2 ♦ New ♦ Revised 6-1

DISTRIBUTION: **ALL PERSONNEL**

I. GENERAL

The records function is important to the effective delivery of law enforcement services. This order addresses those records functions that are basic to meeting the managerial, operational, and informational needs of Chevy Chase Village.

The Chevy Chase Village Police Department (CCVPD) utilizes the Montgomery County Police Records Division (MCRD) and NCIC as additional sources of records information. Criminal history and warrant information is immediately accessible through these systems at all times.

II. ORGANIZATION

A. Records Component

The CCV records personnel consists of the Lieutenant, the Lead Communications Clerk, and the evening shift Communications Clerks. The Lieutenant may assign others to assist as necessary.

B. Records Functions

The functional responsibilities assigned to the records personnel include, but are not limited to, the following:

1. Verifying that incident report numbers are assigned to each report;
2. Entering ticket information into the CODY Records Management System database (as described in G.O. 6-2);
3. Maintaining arrest files;
4. Handling distribution for reports and tickets;
5. Other duties as necessary.

C. Security

1. Access to files is limited to Chevy Chase Village Police employees and is controlled by login credentials.
2. Communications Clerks and the Public Safety Coordinator are authorized to distribute collision reports (after the report has been approved by the lieutenant) to involved parties.

to representative insurance companies, and to Carfax (in accord with our contract).

3. Police staff members are prohibited from providing or releasing copies of incident reports or any other Police Department records unless specifically directed to do so by the Chief or the Lieutenant.

D. Records Retention

Records are retained in accord with the Chevy Chase Village Records Retention Schedule.

III. REPORT NUMBERING

Every report initiated by a Chevy Chase Village Officer shall be issued a Village report number which is automatically generated by the CODY RMS. It is the officer's responsibility to advise the dispatcher, either over the radio or in person, when a report will be written.

A. Report numbers are made up of three sets of numbers:

1. Two-digit agency identifier (i.e. CC);
2. Two-digit year number (i.e. 21 for 2021);
3. The last set of numbers is the next sequential number available in the system.

B. Any mistakenly-assigned numbers will be assigned the call type "Error"

IV. ARREST INFORMATION POLICY AND PROCEDURES

A. Adult Arrest Information - Montgomery County

Chevy Chase Village Police Officers will follow the provisions established in the relevant 500-series General Orders of the Montgomery County Police Field Operations Manual when processing an adult arrest.

B. Juvenile Criminal Records and Arrest Information

Hard-copies of juvenile criminal records are stored separately from adult criminal records. Only persons with assigned permissions in the RMS for juvenile access will be able to view juvenile records.

1. Fingerprints and photographs are to be taken by the officer as required in accordance with the MCPD's Field Operations Manual, section 513.
2. Juvenile fingerprint packages will be forwarded to MCP Records Section for retention by MCP. The Village police department will not maintain juvenile fingerprints as part of a Juvenile arrest file.
3. Juvenile *arrest* records, including fingerprints and photographs, will be destroyed when the juvenile reaches the age of eighteen (18) or when a court-ordered expungement is received by the Department.
4. Any juvenile arrest records maintained by this Department are confidential, will be stored separately from adult records, and will only be disseminated pursuant to a court order or to a law enforcement agent for legitimate investigative purposes.

V. WARRANT AND WANTED PERSONS FILE

- A. The Chevy Chase Village Police does not maintain a warrant/wanted persons file. Instead, Village Police and Village Dispatchers use METERS/NCIC and eJustice to conduct wanted checks on persons.
- B. Hit confirmation requests are governed by the NCIC policies specified in the NCIC manual located at the Communications Center.
- C. When receiving a 'hit' in response to a wanted check on a person, officers must request—and receive—a hit confirmation through ECC before arresting any person.
- D. Warrants are entered into the NCIC or METERS by employees of the Montgomery County Police Warrant Control Section. Village communications clerks are not authorized to enter warrant information into the system.
- E. All cancellations of wanted persons (adult warrants) will be accomplished through the MCPD Warrant Control Section.
- F. A Village report-or a supplement report will be written whenever a Village officer applies for a warrant or arrests a subject on an open warrant.

This directive voids the previous version dated 2/15/2013.