



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

*Police Chief: John M. Fitzgerald*

**GENERAL ORDER: 6-1 THE RECORDS FUNCTION**

DATE: 2/15/2013 Pages: 2 ◇ New ◇ Amended ◆ Rescinds 6-1

CALEA: 1.2.5-a-b-c, 74.1.3-a-b-c-d-e-f, 81.2.3-a, 82.1.1-a-b-c, 82.1.2-a-b-c-d-e, 82.1.3, 82.2.3, 82.3.5, 82.3.6

**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. Chevy Chase Village Police maintains its own records section which contains copies of County reports and Village reports. (CALEA 74.1.3-f, 82.1.1-b, 82.3.5)

**II. ORGANIZATION**

**A. Records Component**

The CCV records personnel consists of the Sergeant, the Lead Communications Clerk, and the evening shift Communications Clerks. The Sergeant 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. Police staff members may copy and release documents in accordance with the Freedom of Information Act upon ap-

proval by Village counsel, who receive all copies of FOIA requests. (CALEA 82.1.1-a-b-c)

2. Original reports or any portion thereof are not to be removed from the control of the CCV records function, with the exception of County reports which are distributed according to Montgomery County's Field Operations Manual.
3. Security precautions for control of criminal history records will be in accordance with regulations governing NCIC use. (See CCV G.O. 7-8)
4. Access to the records database is controlled by logins and passwords.

**D. Records Retention**

Records are kept on file for a period of ten years. Information will remain in the records database indefinitely, unless the Court orders expungement of the record. (CALEA 82.1.3)

**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. (CALEA 81.2.3-a, 82.2.3)

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

1. Two-digit agency identifier (i.e. DF);
2. Two-digit year number (i.e. 09 for 2009);
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 (CALEA 1.2.5-a-b-c)**

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 initiating an arrest.

1. Chevy Chase Village Police Officers utilize the Central Processing Unit (CPU) for processing all non-juvenile arrests. Upon the officer's arrival at CPU with an arrested person, they will take custody of the prisoner and:
    - a. Complete an arrest report;
    - b. Assign the prisoner an identification number if they do not already have one; (CALEA 82.3.6)
    - c. Photograph and fingerprint the prisoner;
    - d. Do any other processing as necessary.
  2. CCV Officers may request copies of the relevant reports from MCRD.
  3. CCV Officers will complete an event report to be distributed both to Montgomery County and in-house.
- B. Adult Arrest Information - Chevy Chase Village (CALEA 1.2.5-a-b-c)
1. Aside from storing every report that Village Officers write on file in the CCV Station, CCVCPD maintains an alphabetical Criminal History File for every individual who is arrested by a Village Officer.
  2. The CCV Criminal History File contains:
    - a. Every Village-initiated report which involves that individual;
    - b. Any photographs taken of that individual;
    - c. Copies of the individual's arrest package, if available;
    - d. Criminal History transcripts, if available.
- C. 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. (CALEA 82.1.1-a, 82.1.2-c)

1. Fingerprints and photographs are to be taken by the officer as required in accordance with the MCPD's Field Operations Manual, section 513. 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. Juvenile records, including any photographs, will be destroyed when the juvenile reaches the age of eighteen (18) or when a court-ordered expungement is received by the Department. Any juvenile arrest records maintained by this Department are confidential, will be stored separately from adult records, and will not be disseminated to anyone, except on a "need to know" basis. When the juvenile reaches the age of eighteen, fingerprints and photographs will be removed from the arrest file and destroyed. (CALEA 82.1.2.-a-b-c-d-e)
2. The procedures for arresting and processing juveniles is described in MCPD's Field Operations Manual, section 513.

#### 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: (CALEA 74.1.3-d-e)
1. Perform wanted person and warrant checks;
  2. Ask for confirmation on warrant hits from Montgomery County ECC.
- B. Warrants are entered into the NCIC or Montgomery County Police Warrant Control Section. Village communications clerks are not authorized to enter warrant information into the system. (CALEA 74.1.3-a)
- C. All cancellations of wanted persons (adult warrants) will be accomplished through the MCPD Warrant Control Section. (CALEA 74.1.3-e)
- D. Hit confirmation requests are governed by the NCIC policies specified in the NCIC manual located at the Communications Center. (CALEA 74.1.3-b-d)
- E. A Village report, Montgomery County report, or a supplement report will be written whenever a Village officer applies for a warrant or arrests a subject on an open warrant. Like all other reports, a copy will be kept on file in the police station. (CALEA 74.1.3-c)