

## 134. OFFICIAL DEPARTMENT DOCUMENTS



### RICHFIELD POLICE DEPARTMENT POLICY

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Authority:	Chief Jay Henthorne

*NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should 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 a complaint by this Department, and then only in a non-judicial administrative setting.*

#### I. PURPOSE

The purpose of this Policy is to specify the rules for the completion and retention of official Department documents.

#### II. POLICY

It is the policy of the Department that all department personnel should complete all official Department documents accurately, completely, and in a timely and professional manner insuring that all relevant information known to the employee at the time is recorded.

Official Department documents provide:

- 1) Documentation of incidents or actions;
- 2) An historic record;
- 3) A means for facilitating Department communications;
- 4) A means for evaluation of Department and individual performance.

#### III. DEFINITIONS

**OFFICIAL DEPARTMENT DOCUMENT/RECORD:** Any document/record established by the Department for the collection, reporting, or dissemination of official Department data.

#### IV. PROCEDURE

Any copies of official Department documents remain the property of the Department even if distribution to an outside agency is authorized by the Department.

Data from official Department documents **shall** be disseminated in accordance with Minnesota Data Practices Act and other Department policies. Official Department documents **shall only** be used for Department purposes.

Official Department documents **shall** be retained and disposed of according to the "City General Records Retention Schedule" under the direction of the Administrative Section Lieutenant.

Personnel **shall not** remove from the Police Department area or destroy original copies of official Department documents without proper authorization by the Administrative Section Lieutenant except for memoranda which contain information only.

Employees **shall not** knowingly provide false or misleading information in any official Department document.

In the event that the initial required reports associated with a police incident cannot be fully completed prior to the officers going off duty, that information which is available at that time **shall** be documented and submitted in the proper format.

Except for accident reports, which are covered in the Policy #240 "Traffic Crash Investigations," a copy of the completed first page of the initial report **shall** be turned in with other completed reports prior to the conclusion of the officer's shift with a notation that the report is incomplete with an anticipated completion date. The original copies of the first page of the initial report and any partially completed follow up reports **shall** be placed in the Incomplete Tray.

By Order Of:

  
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Chief of Police

