

# CITY OF ANDERSON POLICE DEPARTMENT

## Anderson, South Carolina

<b>DIRECTIVE TYPE</b> General Order	<b>EFFECTIVE DATE</b> March 15, 2010	<b>NUMBER</b> 2403
<b>SUBJECT</b> Records Accessibility 7/24/365		
<b>REVISED</b>		
<b>REFERENCE</b> SCLEA 14.3 and G/O 2401	<b>AMENDS/SUPERSEDES</b> All Others	
<b>DISTRIBUTION</b> All Personnel	<b>RE-EVALUATION DATE</b> Annual	<b>Number of Pages:</b> 1


### A. PURPOSE

The purpose of this general order is to establish procedures for gaining access to central records information at all times.

### B. POLICY

1. The records Unit is open during normal business hours. After hours, on weekends and holidays and any other time that the Records Unit may be closed, specific persons working those hours and times may be given access to central records information. Also, refer to general order 2401.
2. Access to general records will be open to all operational personnel via the computer system. (SCLEA 14.3)
  - a. In the event that access to the Records Unit is needed after hours, an Administrations supervisor will be called to gain access.
    - (1) The Chief of Police also maintains a key to the Records Unit.

By order of:

  
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 Martin D. Brown, Chief of Police

3-12-2010  
Date