

CITY OF ANDERSON POLICE DEPARTMENT

Anderson, South Carolina

DIRECTIVE TYPE General Order	EFFECTIVE DATE March 15, 2010	NUMBER 2412
SUBJECT Protection of Central Records		
REVISED		
REFERENCE SCLEA 14.12 & G/O 2417	AMENDS/SUPERSEDES All Others	
DISTRIBUTION All Personnel	RE-EVALUATION DATE Annual	Number of Pages: 2

A. PURPOSE

The purpose of this general order is to establish procedures for the protection of central records.

B. POLICY

The protection of computerized records and data are critical to the agency's operations and compliance with State law. System access at the City of Anderson Police Department is controlled through passwords and other electronic controls. Physical security and system maintenance will be maintained at all times.


C. PROCEDURES

1. SLED Rules, State Law and Data Protection
 - a. All state and federal laws and SLED rules and regulations will be followed regarding records management, security and access.
 - b. Information contained in written reports stored in the Records Unit will be released outside this agency in accordance with South Carolina Code of Laws 23-3-110 through 23-3-140.
 - c. The City of Anderson Police Department ensures protection of the central records computer system through data backup and storage, system security access, password protection and annual audits. (SCLEA 14.12)

2. AUDIT and EVALUATION

- a. Records will be maintained in such a manner as to comply with regulations promulgated by the South Carolina Law Enforcement Division (SLED).
- b. Maintenance of departmental records will be in accordance with South Carolina Law Enforcement Division (SLED) standards and regulations. Records will be maintained on a day-to-day basis, subject to inspection at any time.
- c. SLED may elect to conduct inspections of the complaint control recording and field reporting process.
- d. The inspection will be performed by the Criminal Justice Information System audit team as determined by SLED.
- e. The inspection will consist of a review of all phases of the reporting system and implementation of needed changes and any other elements as determined by SLED.
- f. Personnel are encouraged to make constructive suggestions for improvements of the reporting system.

By order of:



Martin D. Brown, Chief of Police

3-16-2010
Date