

## MISSOULA POLICE DEPARTMENT POLICY MANUAL



<b>Subject:</b> <b>RECORDS</b>		
<b>Effective Date:</b> <b>6/8/2017</b>	<b>Original Date:</b> <b>12/01/2008</b>	<b>Next Review:</b> <b>6/8/2019</b>
<b>Chapter</b> <b>12</b>	<b>Policy #</b> <b>12.10</b>	<b>Distribution:</b>
<b>References:</b> <i>12.11 Information Dissemination MCA 44-5-101 through 311 ARM 23.12.201, ARM 23.12.202, ARM 23.12.203</i>		

### I. Purpose

The purpose of this policy is to provide guidelines and definitions describing the Missoula Police Department Records Unit function and personnel.

### II. Policy

It shall be the policy of the Missoula Police Department Records Unit to provide support services to the Department members, the public and the criminal justice system through the maintenance and security of criminal records, incident reports and other information as is required to foster accomplishment of the Department's mission.

### III. Definitions

#### A. Montana Laws and Administrative Rules Governing This Policy

1. Montana Criminal Justice Information Act (MCA) 44-5-101 defining:
  - a. Administration of criminal justice
  - b. Confidential Criminal Justice Information Criminal history record information (CHRI)
  - c. Criminal intelligence
  - d. Criminal investigative
  - e. Criminal justice agency
  - f. Criminal Justice Information
    - 1) Dissemination
    - 2) Public Criminal Justice Information
2. Administrative Rules of Montana 23.12., 23.12.202, 23.12.203 defining:
  - a. Criminal justice agency, initial arrest record, initial offense report and juvenile records, and
  - b. Confidential Criminal Justice Information

#### B. Dissemination and Secondary Dissemination

1. ***Involved Party*** - any victim, suspect, witness, business, additional person having a vested interest in the incident or accident
2. ***Third Party*** - Any person, association, organization or representative acting on behalf of an involved party or represents a financial interest in person or property
3. ***Public at large*** - any member of the general population

C. ***Record Management System*** – software designated for the collection and production of reportable offenses, incidents, and statistical data

#### **IV. Procedures**

- A. Records Unit public customer service hours are normal business hours, Monday through Friday 0800-1700 hours, excluding legal holidays.
- B. Access to records through automation can be obtained by members of the department 24 hours a day.
- C. All requests for the release of documents or case reports shall be directed through the Records Unit Personnel.
- D. Records Unit Personnel will release information upon receiving written or electronic requests at their earliest convenience, but not later than five (5) business days, providing the information is completed and available for release.
- E. All criminal history record information and report dissemination will be logged, identifying the following information:
  1. The name and date of birth of the person whose criminal history is being checked.
  2. Person making the request
  3. Report/case number
  4. Date of dissemination
  5. Name of individual releasing the information