

RELEASE: Sealed and Secured Records.

EFFECTIVE: Immediately.

This message is being distributed to advise Department members of a new policy developed to address the use of the Sealed and Secured features in the Department's Records Management System (RMS) (i.e., PremierOne). The sealed feature will be used to identify records that have been expunged or shielded due to a court order. The secured feature will be used to control access to records that contain Department-identified sensitive information. Department members' ability to access sealed and secured records will be determined by their assignment within the Department.

Attached is a copy of the new policy approved by Chief Robert O. McCullough. This policy is effective immediately and will be placed into the Field Manual in a future General Order.

The Technology Section has developed a guide to assist members encountering sealed and secured records. The guide has been added to the Department's Intranet site (i.e., PDnet) and may be accessed at: [PremierOne \(P1\) Sealed and Secured Documents Guide](#).

Commanders: Please complete a Form 159, Order/Directive Verification Form, for each member in your command and attach one printed copy of this message and the attached document. Members will sign the Form 159 stating that they received a copy of this message and the attached document, which is located in their Department e-mail account. A copy of this message and the attached document will also be posted on the Department's Intranet site.

Please contact the Strategic Planning Team with any questions at x2260.

This message has been reviewed and approved by Captain Joseph W. Donohue (#3844)

8-17.0 SEALED AND SECURED RECORDS

DEFINITIONS

- Expunge - to remove information from public inspection.
- Expungement - a court record or police record that is removed from public inspection due to a court order or automatic qualifications, as required by law.
- Sealed - a feature in the records management system (RMS) identifying records that contain an expungement or court ordered shielding request.
- Secured - a feature in the RMS identifying records that contain Department-identified sensitive information.

NOTE: Securing a record prevents members without authorization from accessing the details of the record. It does not remove the:

1. Involvement from the person's master record; or
2. Case Folder or call for service from the RMS search results.

GENERAL

- The Department maintains files that contain expunged data and documents away from public view in order to facilitate ongoing police efforts to identify and gather evidence of suspected criminal conduct.
- Identified members can access all expunged police records (e.g., incident reports, arrest reports, etc.) for purposes of criminal investigations.
NOTE: Access is not permitted for an administrative investigation (e.g., future employment, educational opportunities, etc.) or for other non-criminal investigation purposes, as prohibited by law.
- Identified members can access secured records (e.g., incident reports, arrest reports, etc.).
- The Information & Records Management Section (IRMS) is responsible for sealing and securing records within the Department's RMS.

MEMBERS

- Are provided access to sealed and secured records based upon the duties of their assignment.
- With access to sealed records will:
 1. Only review them as part of a criminal investigation; and
 2. Not disclose any data or documents to the public or outside the Department.
EXCEPTION: Members may disclose data or documents to members of other law enforcement agencies or prosecuting authorities as part of a criminal investigation.
- With access to secured records will not disclose (i.e., inside or outside the Department) any data or documents without first obtaining approval from:
 1. The precinct/section commander who requested the record be secured;
 2. A superior of the requesting precinct/section commander;
 3. The Commander of the IRMS; or
 4. A superior of the IRMS Commander.
- Wishing to secure records in the RMS will contact their precinct/section commander via their chain of command.
- Must be aware that the procedures contained in this section do not apply to body worn camera (BWC) system recordings.
NOTE: Members should see Field Manual, Article 16, Body Worn Camera Program, for procedures addressing how to restrict access to BWC system recordings.

PRECINCT/SECTION COMMANDERS

- Submit a Form 12L, Intra-Department Correspondence, to the IRMS Commander to request data or documents be secured.
NOTE: Submitted Forms 12L must provide justification for the request.
- May contact the IRMS Commander via telephone or e-mail if there is an immediate need to secure data or documents.
NOTE: A Form 12L is still required to be submitted.