
Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the St. Mary's County Sheriff's Office Records Section. The policy addresses office file access and internal requests for case reports.

803.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office to maintain office records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Sheriff shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall report directly to the Administrative Division Commander or the authorized designee.

The responsibilities of the Records Supervisor include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Section.
- (b) Scheduling and maintaining Records Section.
- (c) Supervising, training, and evaluating Records Section staff.
- (d) Maintaining and updating a Records Section procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 - 1. Homicides
 - 2. Cases involving office members or public officials
 - 3. Any case where restricted access is prudent

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

- (a) Maintaining a records management system for case reports.
 - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.

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1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Office with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Complying with the annual reporting requirements established by the Maryland Police Training and Standards Commission (MPTSC) regarding (Md. Code PS § 3-518; Md. Code PS § 3-207):
 1. The number of serious officer-involved incidents.
 2. The number of deputies disciplined.
 3. The type of discipline administered to each deputy.
- (h) Complying with state requirements regarding the annual reporting of deputy-involved deaths and deaths in the line-of-duty (Md. Code PS § 3-507).
- (i) Complying with reporting requirements related to sexual assault evidence collection kits in accordance with Md. Code CP § 11-926.1 and any related regulations, and with COMAR 02.08.04.01.
- (j) Complying with reporting requirements related to searches and seizures involving potential handgun violations under Md. Code CR § 4-203 (Md. Code CR § 4-206).
- (k) Complying with reporting requirements related to incidents apparently directed against an individual or group because of race, color, religious beliefs, sexual orientation, gender, disability, national origin, homelessness, or any other class specified by state law as specified by Md. Code PS § 2-307.
- (l) Complying with the annual reporting requirements related to use of force incidents involving a deputy that result in a monetary settlement or judgment against the Office (Md. Code PS § 3-528).
- (m) Complying with the annual reporting requirements related to search warrants (Md. Code PS § 3-525).
- (n) Complying with the annual reporting requirements to the MPTSC related to the number of use of force complaints made against the St. Mary's County Sheriff's Office's deputies (Md. Code PS § 3-514).
- (o) Complying with reporting requirements related to EST activation and deployment, if applicable (Md. Code PS § 3-508).
- (p) Complying with reporting requirements regarding firearms-related crimes or firearms surrendered under final protective orders (Md. Code PS § 5-803).

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803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up and any other reports related to an office case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, and accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the shift supervisor. Station clerk(s), duty officer(s), the Criminal Investigations Division (CID) senior office specialist, and Division Commander(s) have access for business purposes only.

The Records Section will also maintain a secure file for case reports deemed by the Sheriff as sensitive or otherwise requiring extraordinary access restrictions.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

803.6 RETENTION OF RECORDS

St. Mary's County Sheriff's Office records are retained and disposed of in accordance with the Records Retention and Disposal Schedule approved by the Department of General Services. All Offense/Incident Reports are maintained electronically, with the exception of those initiated by the Vice/Narcotics Section, which are maintained by that section in accordance with the Records Retention and Disposal Schedule.