



Winters Police Department

John P. Miller, Chief of Police

702 Main Street, Winters, CA. 95694

GENERAL ORDER #18-02 FILE ACCESS AND SECURITY

Date: February 22, 2018

I. PURPOSE AND SCOPE

This General Order amends Winters Police Department Policy 803.2 "FILE ACCESS AND SECURITY."

II. POLICY

All reports including, but not limited to, initial, supplemental, follow-up, evidence, and all reports critical to a case shall be maintained within the Records Section.

Winters Police Department employees shall not access, view, make duplicate copies, distribute, or allow anyone else to access, view, make duplicate copies, or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law. Employees shall not remove original documents from the Records Section without the expressed approval of the Records Manager. Employees shall ensure any duplicate copies of any record, file, or report is shredded in the Department's onsite document shredder.

John P. Miller, Chief of Police