



## **Security of Departmental Records**

### **I. PURPOSE**

In an effort to provide security for the Ridgely Police Department records and reports, locks have been placed on each of the filing cabinets located in the Chief of Police's office. The locks on the filing cabinets have been keyed the same and all personnel will be issued a key. The filing cabinets storing reports and records for the past three (3) years will be housed in the Chief of Police's office. All records prior to three (3) years of the current date shall be housed in the storage room of the Ridgely Police Department.

### **II. POLICY**

Effective August 14, 2014 all filing cabinets containing records and reports of the Ridgely Police Department that are located in the Chief of Police's office will be locked and secured at all times. Those personnel needing to gain access to records and reports will ensure that the filing cabinets are re-locked prior to exiting the Chief of Police's office.