



Security of Departmental Records and Computers

1. In an effort to provide security for the Ridgely Police Department records and reports, filing cabinets located in the Chief of Police's office will remain locked. The filing cabinets storing reports and records for the past two (2) years will be housed in the Chief of Police's office. All records more than two (2) years old shall be housed in the evidence room of the Ridgely Police Department.
2. Those personnel needing to gain access to records and reports that are otherwise secured in a locked room/cabinet will contact the Chief of Police or the Evidence Room manager to retrieve the report(s).
3. When any person leaves the employment of the Ridgely Police Department, the Chief of Police, or his designee, will ensure that access to Town/Departmental computers, mail, email, on-line programs (including NCIC) is immediately terminated. All building and office keys will be collected by the Chief of Police along with departmental property at the time of separation.

