

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 143**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
PRIVACY AND SECURITY OF RECORDS, AND ALL MATTERS
RELATED THERETO**

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Privacy and Security of Records ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Privacy and Security of Records that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Privacy and Security of Records will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Privacy and Security of Records known as General Order No. 5.01-5.03 & 5.05, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Privacy and Security of Records for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 5.01-5.03 & 5.05 for Privacy and Security of Records be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

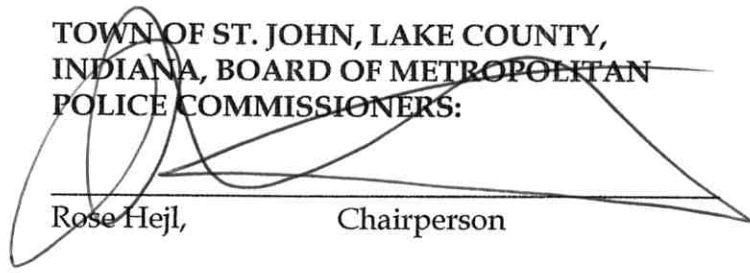
SECTION THREE: The General Order No. 5.01-5.03 & 5.05 established herein replaces and supersedes all other Police Department Standard Operating Policies, Procedures and General Orders related to Police Department Privacy and Security of Records as same are repealed and rescinded hereby.

ORIGINAL



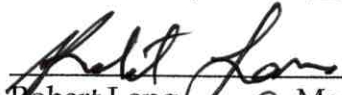
ALL OF WHICH IS PASSED AND RESOLVED THIS 22 DAY OF May, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:



Rose Hejl, Chairperson

Paul Haluska, Vice-Chairperson



Robert Long, Member



Kevin Vana, Member

Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 5.01- 5.03 & 5.05

Privacy and Security of Records

Effective (Date)

- I. PURPOSE
 - A. This General Order is to establish procedures to govern records maintenance, access, and release.
- II. POLICY
 - A. It is the policy of the St. John Metropolitan Police Department that official records be prepared and maintained to document every reported police activity, whether generated by a citizen or department employee. The Department shall develop a records administration system to meet management, operational, and informational needs. The St. John Metropolitan Police Department shall conduct all records related functions in accordance with all applicable federal and state law as well as departmental directives.
- III. DEFINITIONS
 - A. None.
- IV. PROCEDURE
 - A. Documentation of Police Activities
 - 1. Employees will prepare documentation for the following categories of incidents that occur in the Town of St. John.
 - a. Citizen reports of crime and citizen complaints;
 - 1. All citizen requests for services of the department when an officer is dispatched, an employee is assigned to investigate, or an employee is assigned to take action at a later date.
 - 2. Criminal and noncriminal cases initiated by, or coming to the attention of, the department.
 - 3. All traffic accidents reported to the police, and incidents involving arrest, citations, and/or summons of both adults and juveniles.
 - B. Electronic Reporting System
 - 1. The St. John Police Department uses the Spillman Records Management System (Spillman) for electronic incident reporting.

2. The Spillman database contains an alphabetic master name index of reporting persons, victims, witnesses and any other person of significance.
 3. The Spillman database also has a classification system that categorizes reports by type of incident or crime.
 4. The Sheriff of Lake County, Indiana, is the custodian of the Spillman system for the electronic records.
 5. The Sheriff of Lake County, Indiana shall keep the electronic records of the St. John Metropolitan Police Department secure from unauthorized access at all times.
 6. Cases which are grossly mistakenly generated shall be deleted from the database. Only personnel approved by the Chief of Police may have the authority to delete cases. Mistakenly generated cases shall not be deleted without approval from the Chief of Police.
- C. Supervisory Report Review
1. Report review is delegated to, and the responsibility of every supervisor. This review is made to ensure completeness and accuracy of all reports submitted and that all required reports are complete according to the guidelines of the field reporting system. The supervisor will also check all written reports including charging affidavits and all other related arrest paperwork for completeness, accuracy, and legibility, and will return unsatisfactory reports to the writer for necessary corrections. All reports generated during the shift will be checked by the on-duty supervisor prior to the completion of the supervisor's tour of duty. In the event that a supervisor is not on duty at the time the report is generated, the supervisor on the next tour of duty will check the reports generated from the previous shift. All reports must be checked by a supervisor.
 2. Supervisors shall track the disposition or status of Spillman reports in order to ensure all reports have an eventual status of closed.
 3. When any supervisory officer initials and approves a report, it will be assumed the supervisor is in concurrence with the contents of the report unless notes are made to the contrary.
- D. All reports and records maintained to document police activity will contain, at a minimum, the following information:
1. Date and time of the initial report.
 2. Name, if available, of the reporting party (complainant) requesting service.
 3. The victims or complainant's name, address, and phone number.
 4. The nature of the incident.
 5. The suspect's name, address and phone number.
 6. Any contact or involved individual's name, address, and phone number.
 7. Date, time, and narrative of incident or action taken.
- E. Case numbering system

1. The Department utilizes an eight character numbering system for all reports filed. The case number starts with the last two digits of the year (13), then identifies the agency (SJ), followed by four numeric characters (1234). Case numbers are automatically sequentially assigned when an incident report is generated by the Spillman system (e.g. 13SJ1234).

F. Report Forms/Computer Based Reports

1. Members of the Department will use the Spillman system for the documentation of all arrest, crime, and incident reports, as directed by the nature of the incident being reported. Members shall also use the computer generated charging forms (Lake County Jail Arrest Record, Lake County Jail Property Inventory, Supplemental Warrant, Information, and Probable Cause Affidavit) when arrests are made.
2. The importance of having a well-written and complete report cannot be overemphasized. The police reporting system will depend on the product of the officer in the field. Forms generally used in reporting include, but are not limited to:
 - a. Incident Reports;
 1. Arrest
 2. Officer's follow-up
 3. Crime
 4. Domestic Violence Reports
 5. Juvenile Fact Sheets
 6. Vehicle Inventory Reports
 - b. Accident Reports;
 - c. Supplemental Reports (incident or accident);
 - d. Private Property Accident Reports;
 - e. Uniform Traffic Tickets (UTT).

G. Incident Reports

1. Calls and incident reports are initiated by the Lake County Central Dispatch Center. In the event a person calling the administrative lines of the St. John Metropolitan Police Department requesting officer assistance, the caller shall be referred to the Lake County Central Dispatch Center by either calling 911 or by calling the published non-emergency phone number for non-emergency police assistance.
2. Incident reports will be completed on criminal acts, which are brought to the attention of an officer and occur within the Town of St. John, even if the complainant does not wish to file charges or have a report made.
3. Incident reports will also be completed to record certain specific types of information of a non-criminal nature. Non-criminal incidents that require an incident report shall include, but are not limited to;

- a. Suicides
- b. Attempted suicides
- c. Death investigations
- d. Missing adults or juveniles
- e. Private property vehicle accidents

H. Accident Reports

1. An Indiana Police Officers Standard Crash Report will be completed by an officer for accidents involving any of the following (per General Order 7.16-7.17 and IC 9-26-2-1) when on public property, private property which is commercial, or other private property that is open to the public:
 - a. A vehicle crash that results in the injury or death of a person;
 - b. Total property damage to an apparent extent of at least one thousand dollars (\$1,000);
 - c. Accidents involving a hit and run;
 - d. All accidents causing property damage involving impairment by alcohol or drugs regardless of the amount of damage;
 - e. Accident causing a hazardous materials release of some significance (i.e., payload spill, large fuel tank rupture);
2. Pursuant to I.C. 9-26-2-2, accidents that occur on private property, which is not commercial (not open to the public) will require that only an incident report be completed. Unless personal injury or death occur or property damage to an apparent extent greater than one thousand dollars (\$1,000), which then an Indiana Officers Standard Crash Report must be completed.
3. A law enforcement officer shall forward a written report of each accident investigated when an Indiana Officers Standard Crash Report is required to the state police department within twenty-four (24) hours after completing the investigation.

I. Supplemental Reports

1. A supplemental report will be completed by the investigating officer when it is necessary to explain, expand, or continue with information from the incident, or to record important confidential information not contained in the original incident report narrative (such as investigative leads, names of suspects, and any unsubstantiated information which could be of investigative use).
2. Any additional information in reference to a criminal arrest, besides the required Spillman template, shall be put into a supplemental report.
3. Supplemental reports will be generated through the Spillman system and will be approved and processed so that they become part of the original case. A copy of the supplemental report will be printed and filed with the original case file in the records storage area when necessary.

- J. With the exception of individual employee personnel files, the records function shall be the responsibility of the Administrative Assistant. The Chief of Police shall maintain all active personnel personal files in a secure area.
 - 1. The Sheriff of Lake County, Indiana is the legal custodian of all Spillman electronic records. Duties associated with this responsibility include supervising access, storage, and purging of the electronic records as directed by the Sheriff of Lake County, Indiana.
- K. Records include all official reports and documents generated during the course of business including tickets, case files, photographs, and any medium of capture used in daily business.
- L. Department records shall be secured, retained, disseminated, and purged in accordance with federal and state law as well as Department Policy.
- M. All records captured in any medium by employees of the Department are the property of the St. John Police Department and shall remain within the police building unless otherwise approved by the Chief of Police for removal, except records requested by court order or required for court proceedings or filings.
- N. Current and previous year paper format case records shall be secured in a locked cabinet in the office of the Administrative Assistant to prevent unauthorized access.
 - 1. Prior year's paper case records stored on-site shall be kept in a secured location, which limits access to those with a right and need to know.
 - 2. If the records are stored at an off-site facility, they shall be stored at a secured location that limits access to those with a right and need to know.
- O. Records information shall be accessible to Department personnel as determined by the Chief of Police. When able, police records shall be maintained by the records function in electronic format. Only employees with a right and a need to know shall have access to the records. Electronic records shall be accessible to personnel 24 hours a day.
- P. The Indiana Data and Communications System (IDACS) Coordinator, along with the Spillman Administrator, shall perform the following functions to ensure the security of police records:
 - 1. Restrictions to deny unauthorized access shall be placed on the electronic files by utilizing passwords. Passwords to gain access to police records shall be changed on a schedule determined by the Agency in control of the applicable server, program, application, or any other service needing password management.
 - 2. The Information Technology Department shall ensure the Department maintains adequate data storage capabilities for all forms of police records.
 - 3. The Information Technology Department shall ensure the electronic files management systems are backed up on a scheduled basis.

4. In the event an electronic police record needs to be partitioned for sensitivity or investigative reasons, the supervisor in charge shall electronically partition the electronic record.
 - a. The Detective-in-charge shall determine if the partition needs to be partitioned globally or departmentally and globally.
- Q. Records may be shared and reproduced for outside law enforcement agencies assisting with case investigations or review at no cost to the agency.
- R. The Administrative Assistant shall perform a monthly audit of the Records Management System to ensure that required reports have been submitted, that the numbering system is correct, and there are no duplications or missing reports. If a discrepancy is found, the Chief of Police shall be notified. The Chief of Police shall follow-up with the appropriate supervisor or officer to rectify any discrepancies.
- S. Release of Police Records to the Public
 1. All investigatory records of the St. John Metropolitan Police Department are hereby declared confidential (I.C. 5-14-3-4(b)(1)), and may not be disclosed or released by any member of the Department unless access to the records is specifically required by a state or federal statute, or ordered by a court under the rules of discovery.
 2. All personnel files of members of the Police Department and files of all applicants for membership in the Police Department are hereby declared confidential and may not be disclosed (I.C. 5-14-3-4 (b)(8)).
 - a. The following information in the personnel files of the Department employees must be made available for inspection and copying by any member of the public (I.C. 5-14-3-4(b)(8)(A), (B) and (C)).
 1. The name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the agency. However, the information is considered confidential, and cannot be released if the officer is working in an undercover capacity.
 2. Information relating to the status of any formal charges against the employee.
 3. The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged.
 3. The following law enforcement records must be made available for inspection and copying by any member of the public if a person is arrested or summoned for an offense (I.C. 5-14-3-5(a)(1)(2)(3)(A)(B)(C)):
 - a. Information that identifies the person including the person's name, age and address;

- b. Information concerning any charges on which the arrest or summons is based;
 - c. Information relating to the circumstances of the arrest or the issuance of the summons, such as the;
 - 1. Time and location of the arrest or the issuance of the summons;
 - 2. Investigating or arresting officer (other than an undercover officer or agent); and
 - 3. Investigating or arresting law enforcement agency.
 - d. The following information is considered confidential and cannot be released (I.C. 5-14-4(21)):
 - 1. The address or telephone number of the complainant.
 - 2. However, if the complainant's address is the location of the suspected crime, infraction, accident, or complaint reported, the address shall be made available for public inspection and copying.
 - e. The following information is considered confidential if requested by an offender and cannot be released (I.C. 5-14-3-4(23)):
 - 1. Records that contain the personal information (name, address, telephone number, e-mail account address), relating to:
 - a. a correctional officer (as defined in I.C. 5-10-10-1.5),
 - b. a law enforcement officer (as defined in I.C. 35-31.5-2-185),
 - c. a judge (as defined in I.C.33-38-12-3),
 - d. a family member of a law enforcement officer (as defined in I.C. 35-31.5-2-185),
 - e. the victim of a crime, or
 - f. a family member of a victim of a crime.
 - f. When a person is arrested by any Officer of the Department, the Officer shall use the required Spillman template for an arrest providing the information as required in I.C. 5-14-3-5(a)(1)(2)(3)(A)(B)(C). Any additional information in reference to the arrest shall be put into a supplement of the report.
4. If a person is received in a jail or lock-up, the following information shall be made available for inspection and copying (I.C. 5-14-3-5(b)((1)(2)(3)(4)):
- a. Information that identifies the person including the person's name, age, and address;
 - b. Information concerning the reason for the person being placed in the jail or lock-up, including the name of the person on whose order the person is being held;
 - c. The time and date that the person was received and the time and date of the person's discharge or transfer;
 - d. The amount of the person's bail or bond, if it has been fixed;

- e. The following information is considered confidential (I.C. 5-14-3-4(21)) and cannot be released:
 - 1. The address or telephone number of the complainant;
 - 2. However, if the complainant's address is the location of the suspected crime, infraction, accident, or complaint reported, the address shall be made available for public inspection and copying;
 - f. The following information is considered confidential (I.C. 5-14-3-4(23)) if requested by an offender, and cannot be released:
 - 1. Records that contain the personal information (name, address, telephone number, e-mail account address), relating to:
 - a. a correctional officer (as defined in I.C. 5-10-10-1.5),
 - b. a law enforcement officer (as defined in I.C. 35-31.5-2-185),
 - c. a judge (as defined in I.C.33-38-12-3),
 - d. A family member of a law enforcement officer (as defined in I.C. 35-31.5-2-185),
 - e. the victim of a crime, or
 - f. a family member of a victim of a crime.
5. The St. John Metropolitan Police Department shall maintain a daily log or record that lists suspected crimes, accidents or complaints, and the following information shall be made available for inspection and copying (I.C. 5-14-3-5(c)(1)(2)(3)(A)(B)(C)(D)):
- a. The time, substance and location of all complaints or requests for assistance received by the agency;
 - b. The time and nature of the agency's response to all complaints or requests for assistance;
 - c. If the incident involves an alleged crime or infraction;
 - 1. The time, date and location of occurrence;
 - 2. The name and age of any victim, unless the victim is a victim of a crime under I.C. 35-42-4, sex crimes or I.C. 35-42-3.5, human and sexual trafficking;
 - 3. The factual circumstances surrounding the incident; and
 - 4. A general description of any injuries, property or weapons involved;
 - d. The information required in this section shall be made available for inspection and copying in compliance with this chapter. The record containing the information must be created no later than twenty- four (24) hours after the suspected time, accident or complaint has been reported to the agency.

T. Juvenile Records

1. Pursuant to I.C. 31-39-3-2(2), the following information contained in records involving allegations of delinquency that would be a crime if committed by an adult is considered public information:
 - a. The nature of the offense allegedly committed and the circumstances immediately surrounding the alleged offense, including time, location and property involved.
 - b. The identity of any victim.
 - c. A description of the method of apprehension.
 - d. Any instrument of physical force used.
 - e. The identity of any officers assigned to the investigation, except for undercover units.
 - f. The age and sex of any child apprehended or sought for the alleged commission of the offense.
 - g. The identity of a child; of the child apprehended or sought for the alleged commission of:
 1. An offense over which a juvenile court does not have jurisdiction under I.C. 31-30-1-2 and I.C. 31-30-1-4; or
 2. An act specified under I.C. 31-30-3-3 (Act that would be felony relating to controlled substances).
 2. When a juvenile is arrested by any Officer of the Department, the Officer shall use the required Spillman template for a juvenile arrest providing the information as required (I.C. 31-39-3-2(2)). Any additional information in reference to the juvenile arrest shall be put into a supplement of the report.
- U. Fingerprinting and Photographing of Juveniles.
1. Pursuant to I.C. 31-39-5-1, a law enforcement agency may take and file the fingerprints of a child if:
 - a. The child is taken into custody for an act that would be a felony if committed by an adult; and
 - b. The child is at least fourteen (14) years of age at the time the alleged act is committed.
 2. A juvenile court may limit fingerprinting and photographing of children to situations in which children are charged with specified offenses.
 3. Fingerprint and photograph files of children shall be separated from those of adults (I.C. 31-39-5-2).
- V. Criminal History Records
1. The Department shall comply with all of the provisions of I.C. 10-13-3 and United States Code 28 USC 534, in regards to computerized criminal history access and security.
 2. State and federal criminal history transcripts may be obtained through the National Crime Information Center (NCIC) and through Indiana Data and

Communications System (IDACS). A criminal history transcript may be requested for purposes of criminal investigations, criminal justice employment background checks, or for licensing. Personnel are required to request this information from an on-duty telecommunications operator and personally receive any printed copies. Each request is logged to provide accountability to the dissemination process. Criminal history information from NCIC/IDACS is not public information. Personnel receiving printed copies of this information will ensure that it is kept secure and not accessible to unauthorized persons. Unneeded copies will be shredded.

W. Records Retention

1. The St. John Metropolitan Police Department shall use the following retention schedule for the following paper format records:
 - a. Incident Reports
 1. Criminal incidents: Retain until expiration of Statute of Limitations.
 2. Non-criminal incidents: Retain three (3) years.
 3. Motor vehicle accidents if not covered under other categories: Retain three (3) years.
 4. Motor vehicle accidents involving St. John Police vehicles: Retain three (3) years, unless in litigation.
 5. Death Investigations: Permanent.
 6. Missing Persons Unsolved: Permanent.
 - b. Uniform Traffic Tickets
 1. Issued uniform traffic tickets (pink copy): Retain one year after final disposition and audit. In the absence of a final disposition, retain three (3) years.
 2. Uniform traffic tickets issued summary: Retain three (3) years.
 3. Uniform traffic ticket book receipt stub: Retain one (1) years.
 4. Uniform traffic tickets reduced to warning and voided: Retain three (3) years.
 5. Issued uniform traffic warnings: Retain one (1) year.
 - c. License to Carry Handgun Applications
 1. Approved licensed to carry handgun applications (Including criminal background files): Retain five (5) years after the date of issue of license.
 2. Denied licensed to carry handgun applications: Retain two (2) years after date of denial, unless in litigation, then hold until final adjudication and court ordered destruction is received.
 - d. Personnel Records
 1. Active employees: Transfer to inactive employees files upon termination of employment.

2. In-active employees: Retain seventy-five (75) years after the end of the calendar year the employee left the St. John Police Department.
 3. St. John Metropolitan Police Department application selection files: Retain three (3) years after completion of the selection process.
- e. Radio/Dispatch Records
1. Paper format radio/dispatch log: Determined and kept by Lake County Consolidated Dispatch.
 2. National Crime Information Center (NCIC)/III logs for cases: Criminal histories for cases shall be logged into the corresponding case and saved with Spillman record and retained according to the retention schedule set forth by the Sheriff of Lake County, Indiana.
 3. National Crime Information Center (NCIC)/III logs for employee background investigations: Retain three (3) years.
 4. Recorded dispatch audio of telephone calls received and dispatch instructions: Determined and kept by Lake County Consolidated Dispatch.
 5. Infraction deferral agreements: Retain three (3) years.
- f. Case files
1. Arrest files: Retain until person is known dead, or presumed dead at age eighty-five (85).
 2. Detective case files: Retain until case closed or until the information is determined to be no longer of value (Statute of limitations).
 3. Confidential informant files: Retain seven (7) years after informant no longer active.
 4. Juvenile detention data summary: Retain one (1) year.
 5. Juvenile arrest files: Retain seven (7) years after minor reaches the age of 18 for misdemeanor arrests and as long as adult arrest files for felony arrests.
- g. Administration
1. Uniform crime report/annual report: Retain five (5) years.
 2. Accreditation files: Purge files as necessary. Retain until superseded, updated, or of no administrative value.
- h. Internal affairs investigations
1. Investigations of complaints of alleged officer misconduct for unfounded and not sustained complaints: Retain seven (7) years in a separate file separate from the employee's personnel file.
 2. Investigations of complaints of alleged officer misconduct for sustained complaints: Retain seven (7) years in a file separate from the employee's personnel file.
 3. Use of force investigations: Retain seven (7) years.

- i. Grant files
 1. Grant applications and amendments, final performance, disposition and expenditure reports for awarded grants: Permanent retention.
 2. Financial and programmatic records, periodic performance reports, supporting documents, statistical records and other required pertinent records: Retain ten (10) years from final submission of closeout and final expenditure report or submission of annual financial status report for grants renewed annually.
 3. Real property and equipment records: Retain ten (10) years from the date of disposition, replacement, or transfer of property/equipment.
 4. Unsuccessful grant applications: Retain one (1) year.
2. The St. John Metropolitan Police Department shall use the following retention schedule for the following electronic format records:
 - a. Voice recorded telephone calls: Retain for six (6) months, then delete from digital recording system.
 - b. Voice recorded radio transmissions: Determined and retained by Lake County Consolidated Dispatch.
 - c. E-mail: The following retention schedule will be used for the inbox, deleted items, sent items, and junk email.
 1. Detectives: Retain two (2) years, and then delete digital records.
 2. Chief of Police and Deputy Chief: Retain one (1) year, and then delete digital record.
 3. Administrative Assistant: Retain nine (9) months, and then delete digital records.
 4. All other Police Department Personnel: Retain six (6) months, and then delete digital records.
3. Audio and Video Recorded files.
 - a. Interior (including prisoner cell audio and video), and exterior audio and video surveillance files: Retain for six (6) months, then delete from digital records.
 - b. Interview and interrogation audio and video files: Retain six (6) months, then delete from digital records.
 - c. Mobile audio and video recordings (MAV): retain six (6) months, then delete from system. Recordings that may be used in a criminal, civil or administrative proceeding, shall be retained until final disposition of all appeals and order from the court I.C. 5-14-3-5.39(c) (3).

V. ADDITIONAL

- A. The Administrative Assistant is the position designated as in charge of the Records Management System and serves as the IDACS Coordinator for the Department.

1. The Administrative Assistant shall maintain certification as a certified IADCS Coordinator through training and testing prescribed by the Indiana State Police, IDACS Section.
 2. The Administrative Assistant will attend a course of instruction on Indiana Open Door Laws as published by the Office of Public Access Counselor in the Handbook of Public Records Access, and as amended from time to time.
 3. The Administrative Assistant and the Accreditation Manager will receive training and testing of this policy through the Policy Records Management System.
- B. Clerks routinely provide reports to the public when requested, and maintain files of issued citations.
1. Clerks will, at minimum, receive training in this policy through our Policy Records Management System.
 2. Clerks will also attend a course of study on Indiana Open Door Laws as published by the Office of Public Access Counselor in the Handbook of Public Records Access, and as amended from time to time.
 3. Clerks are required to obtain and maintain certification as IDACS Operator through training and testing as prescribed by the Indiana State Police, IDACS Section.