

## Support Services Procedures

### **803.1 PURPOSE AND SCOPE**

The Office Manager shall maintain the Department Support Services Procedures Manual on a current basis to reflect the procedures being followed within the Support Services. Policies and procedures that apply to all employees of this department are contained in this chapter.

#### **803.1.1 NUMERICAL FILING SYSTEM**

Case reports are filed numerically within the Support Services by Support Services personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 10-00001 would be the first new case beginning January 1, 2010.

### **803.2 FILE ACCESS AND SECURITY**

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Support Services, accessible only to authorized Support Services personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Shift Sergeant.

#### **803.2.1 REQUESTING ORIGINAL REPORTS**

Generally, original reports shall not be removed from the Support Services. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Office Manager.

### **803.3 RECORDS MANAGER TRAINING**

The Office Manager shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Minnesota Government Data Practices Act (MGDPA).