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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# A-100

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SUBJECT: RECORDS  
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INDEX AS: RECORDS  
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EFFECTIVE DATE: 4/20/2005

REVISED DATE:  
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I. PURPOSE:

To establish guidelines to be followed by personnel assigned to the Records Section concerning the management of the Laurens County Law Enforcement Records Division.

II. POLICY:

The Laurens County Law Enforcement Center Records Division receives, processes, maintains, and provides retrieval service in accordance with the Laurens County Law Enforcement Center and the rules of the Georgia Crime Information Center Council.

A. The rule requires that Criminal History Record Information be stored in locking cabinets or other secure areas when not in use and the area will be restricted to authorized personnel in the performance of their official duties.

B. Each section shall be responsible for obtaining and maintaining an up-to-date GCIC operating manual and the GCIC operations bulletins. Criminal History information shall be destroyed by shredding or burning when no longer needed.

C. Criminal History logs will not be required: Effective July 1, 1993. This is Per Operations Bulletin 93-16. Logs completed prior to this date, will be maintained for four years for audit purposes.

EXCEPTION: A log will be required for the purpose of running criminal histories for Expungement purposes if purpose code C is used.

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III. THE FOLLOWING RECORDS SHALL BE MAINTAINED IN THE RECORDS DIVISION:

1. Automated Incident Reports that have stolen or missing property that will need to be entered in the state computer and reports of missing persons. All other incident reports will be maintained in the local computer only.
2. Automated Arrest Booking Reports
  - A. All reports must be approved by a Supervisor. Any report that is not approved will be returned to the Supervisor.

IV. RECORDS ACCESSIBILITY AND REPRODUCTION:

- A. Public access to records maintained by the Records Division will be from 8:00 AM until 5:00 PM , Monday thru Friday, except on Holidays or other authorized closure times. Records may be released in accordance with Laurens County Law Enforcement Policy and the GCIC Security and Privacy procedures.
- B. Reproduction cost for Incident and Accident reports will be as follows:
  1. Picked up in person- \$2.00
  2. By mail- \$3.00

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V. DISTRIBUTION:

A. Master Name Index:

The Master Name Index includes defendants name, I.D. information and address. This file is on the local computer and all terminals have access to it.

B. Traffic Citations:

1. State Court Copies sent to Probate Court unless there are also Superior Court Charges, then all documents will be forwarded to Superior Court.
2. Department of Public Safety Copies will be forwarded to the Probate Court. When Probate Court completes the necessary information they will return this copy to us. We will then mail it to the Department of Public Safety.
3. Issue Department Copy- Retain this copy in department files.
4. Violator /Officer Copy- Self explanatory.

C. Final Disposition Reports (Offender Base Tracking Forms) OBTS.

1. When dispositions are determined by Law Enforcement Agencies prior to referral of arrested persons to prosecuting officials or to the courts, the TAC or person designated will complete the Final Disposition Reports (OBTS) and forward them to GCIC. This is in compliance with Rule # 140-2-.03 of the Rules of Georgia Crime Information Center.

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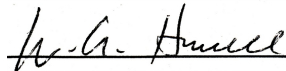
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W. A. HARRELL  
SHERIFF

04/20/2005

DATE