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LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

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SOP# E-045  
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SUBJECT: DISASTER PLAN - PROTECTION OF RECORDS

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INDEX AS: DISASTER PLAN  
PROTECTION OF RECORDS IN CASE OF NATURAL AND/OR  
MAN-MADE DISASTER

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EFFECTIVE DATE: 04/09/08

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I. PURPOSE:

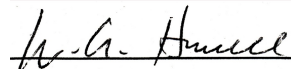
The purpose of this plan is to ensure that Records maintained by the Laurens County Sheriff's Department are secure and not in danger of being damaged or destroyed in the event of a natural or man-made disaster.

II. POLICY:

In the event of a natural or man-made disaster, the Patrol Shift Commander shall have the responsibility of ensuring that Records maintained by the Laurens County Sheriff's Department are secure and not in danger of being damaged or destroyed.

In the event that Records are not secure, or have been damaged or destroyed, the Patrol Shift Commander shall make immediate notification to the affected Division Commander and advise them of the situation. If necessary, personnel shall be stationed in the area to secure said records. Affected areas include: Records, Criminal Investigations, Detention Center, Communications, Drug Unit and Civil/Courthouse Office.

The affected Division Commander/Supervisor shall be responsible for taking necessary steps to ensure that all records are secured on site or that said records are moved to another secure location.



W. A. HARRELL  
SHERIFF

W.A. HARRELL, SHERIFF

04/09/08  
DATE