



DERAPRTMENT RECORDS

WRITTEN DIRECTIVE: 3.8
EFFECTIVE DATE: 01-01-1987
REVISION DATE: 03-20-2009

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I. Purpose

The purpose of this Written Directive is to establish policies for maintaining official University of Maryland Baltimore Police Force (UMBPF) records.

II. Policy

It is the policy of the UMBPF for all official documentation to be handled in accordance with guidelines as established in this Written Directive.

III. Police Records and Official Documentation

A. Regulation of Police Records

All members of the UMBPF whose duties require them to maintain records shall do so in accordance with the provisions of the law and established procedures.

B. Transcripts Prohibited

No employee of the UMBPF shall have access to or make a transcript from official records except where permitted by procedure, or by the Director of Public Safety.

C. Possession of Police Documents

No unauthorized person shall remove from any police facility any official book, document, or file belonging to the UMBPF without a court order and/or without the authority of the Director of Public Safety.