



OFFICIAL DOCUMENTS OF THE UMB POLICE FORCE

WRITTEN DIRECTIVE:	8.0
EFFECTIVE DATE:	01-01-1987
REVISION DATE:	12-15-2017
SUPERSEDES EDITION DATED:	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) documents.

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. Official Records

A. Records

When forms are utilized by the UMBPF, they become the official records of the organization. These records accurately document activities, such as police incident response, investigation on campus, internal investigations of complaints, inspections, and audits. They also provide a record of the functions, responsibilities, efficiency, and effectiveness of the Agency and its members.

B. Forms

The UMBPF utilizes a variety of record keeping options, to include internal Agency forms, forms from the District Court of Baltimore City, and forms mandated by the Maryland State Police. The forms may be either electronic, for on-line completion and submission or paper, for completing in hard copy for submission. The UMBPF also utilizes electronic criminal records information systems that are in compliance with operating procedures as defined by the Maryland State Police and Maryland State Law.

IV. 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. The Agency utilizes a Maryland State Archive System approved records retention and disposal schedule to maintain, store, and dispose of Agency records.

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 Chief of Police or designee.

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 Chief of Police of Designee.

V. Annex List

None

Written Directive System Impact

Upon approval and publication, this edition of WD 8.0 supersedes all previous editions. Additionally, WD 3.8 Department Records shall be incorporated and replaced by this directive.

Martinez Quteaz Davenport, Sr., MS
Interim Chief of Police for Public Safety

CALEA Standard (s): N/A