

# City of Johns Creek Police Department

<i>Subject:</i>	Dissemination of Protected Information	<i>Number:</i>	03-08
<i>Reference:</i>		<i>Amends:</i>	
<i>Effective:</i>	04/08	<i>Review Date:</i>	Annually
		<i># of Pages:</i>	2

**PURPOSE:**

Ensure protected information is not released to unauthorized personnel.

**POLICY (03-08):**

The Department shall disseminate accurate and factual accounts of occurrences of public interest not protected by law. This dissemination is to be made with consideration of an individual's legal rights and the confidentiality of Department records.

**PROCEDURES:**

**Protected Records (03-08-01)**

The following records are protected by Federal and State Privacy Laws and are not subject to public disclosure:

1. Arrest Fingerprints
2. Final Disposition
3. "Rap" Sheets
4. Juvenile Complaint Form/Victim or Arrestee/Suspect Information, except where authorized by law.
5. Stalking Victims or Witnesses
6. Family Violence Victim/Witness Information
7. Supplemental case reports of active, pending cases
8. Rape/Sexual Assault victims.

**Unprotected Records (03-08-02)**

The following records are not protected by Federal or state privacy laws and are considered public information:

1. Uniform Crime Reporting Form
2. Incident Reports (see other guidelines)
3. Uniform Traffic Ticket
4. Daily Line – Up Sheets

### **Criminal History Records Information (03-08-03)**

Release of all criminal history information to individuals shall be done in accordance with the Rules of the Georgia Crime Information Center Council.

### **Release of Photographs (03-08-04)**

Any photograph made at the crime scene or for any official on-going investigation, shall be processed and made available only to the investigating officer, investigating agency, or to the District Attorney. No photographs shall be disseminated to, or viewed by, anyone else without the written approval of the Chief of Police, the District Attorney, or without a Court Order.

Photographs of a traffic scene may be reproduced and released to the victim's insurance company, or its agency, or to the victim's attorney for civil action provided no death or serious injury resulted. Disseminations are subject to a fee to cover the associated costs. When death or serious injury occurs in an accident, no photograph shall be released to anyone, other than the investigating officer/agency, or the District Attorney, unless approved in writing by the Chief of Police, the District Attorney, or without a Court Order.

### **Uniform Crime Reporting (03-08-05)**

The Department will prepare crime reports to be submitted to the Uniform Crime Reporting Program. These reports include:

- A. Reports of criminal offenses reported to or investigated by law enforcement agencies.
- B. Reports of persons arrested (Arrest/Booking Report).
- C. Reports of offense cleared by arrest or exceptionally cleared.
- D. Special reports on juveniles arrested for DUI (Juvenile DUI Arrest Report).
- E. Special Reports on all homicides.
- F. Special reports on law enforcement officers killed or assaulted in the line of duty.
- G. Special reports on known or suspected arson.
- H. Special reports on the number and type of law enforcement agency employees.

### **State and Federal Laws and Regulations (03-08-06)**

All State and Federal statutes not referenced in this procedure shall be adhered to by the employees of this Department and shall supersede this procedure if some conflict should exist between it, the law, or GCIC Rules and Regulations pertaining to reporting procedures or the disclosure of protected information.