



7200 DESTRUCTION OF REPORTS

7210 GENERAL (Revised February 26, 2009)

The definition of " police records" for the purpose of this procedure shall mean copies of reports, supplements, miscellaneous case documents, any printouts from RMS, CAD, any other automated law enforcement or criminal justice system, and any other paperwork which identifies a person in a criminal incident or discloses police investigations.

When no longer needed, copies of police records or any other report processed by the Records Section shall be discarded in destruction bins located throughout the police department and police substations. Members shall not retain personal copies of these types of reports. The Legal Advisors' Office may retain copies for litigation purposes.

7211 Procedure

All police records or documents ready for destruction will be deposited in the destruction bins provided by the contracted destruction company. All types of paper, computer printout paper, and file folders can be deposited in the destruction bins. It is not necessary to remove staples prior to depositing discarded paperwork.

The actual destruction procedure for police records will be accomplished in accordance with current procedures established by the Police Logistics Division. A certificate of destruction is issued whenever police records are destroyed. The certificate is maintained by the Police Records Superintendent.

7212 POLYGRAPHS

With the exception of training and certification purposes, polygraph examiners shall not maintain a personal copy of results from such tests. Polygraph results and all related material shall be disposed of in accordance with the evidence procedures of each responsible section or agency listed below.

7212.1 Polygraph Examiner

The polygraph examiner administering the test will record the entire examination on a CD or audio cassette, including both the pre-test and post-test interview. The original CD and or cassette should be handled accordingly:

- **Backgrounds:** A copy of the examiner's report and the CD will be given to the detective assigned to the background investigation. The CD shall remain with the background investigation and purged under the guidelines provided by Human Resources.



- **Internal Affairs:** A copy of the examiner's report and the CD will be given to the investigator assigned to the administrative investigation. The CD shall remain with the package and purged under the guidelines provided by the Internal Affairs.
- **Investigative Services Bureau:** The CD will be given to the case detective who will place it in evidence, as evidence, under the case number of the incident requiring the polygraph. A copy of the examiner's report and the property invoice sheet shall be given to the case detective. The CD shall remain in evidence until authorization is obtained to purge the evidence for that specific case.

7212.2 Other Agencies

- **Administrative and Background Polygraphs:** The original examiner's report and the original CD will be given to the assigned investigator. The examiner shall not maintain a copy of the CD.
- **Criminal Polygraphs:** The examiner shall package the CD in an appropriate evidence envelope from the requesting agency and complete the chain of custody documentation. The CD and the examiner's report shall be given to the assigned investigator.