

GENERAL ORDER XLVII

SUBJECT: RECORDS CUSTODIAN

EFFECTIVE DATE: 06-12-2014 **REVIEW DATE:** 03/01/2015

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. PURPOSE

To establish a policy for: designating a records custodian for the department.

II. POLICY

1. To appoint a custodian, who is to be responsible for the maintenance of the department's records. The identity and location of the department's custodian is to be made available upon request (see addendum 1).
2. The department custodian shall be the Police Clerk.
3. The department custodian shall make available for inspection and copying the department's records. No person shall remove original records from the office of the records custodian permission of the designated custodian.
4. Each request for access to a record shall be acted upon as soon as possible, but in no event later than the end of the third business day following the date the request is received by the custodian of records. If records are requested in a certain format, the department shall provide the records in the requested format, if such format is available. If access to the record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. This period for document production may exceed three days for reasonable cause.
5. If a request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for such denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requester no later than the end of the third business day following the date that the request for the statement is received (RSMo. 610.023).
6. Regular working hours for custodian are 7:00 am to 3:00pm Monday through Friday.

III. AUTHORITY

This policy is issued by the authority of the Chief of Police. Any policy additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Jeffrey S Head, Chief of Police

West Plains Police Department

Records Custodian Request Form

1. _____ is custodian of the records of the West Plains Police Department and that such custodian is located at 1912 Holiday Lane in West Plains, Missouri 65775.

2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those cases authorized by statute.

3. That the fee's to be charged for access to or furnishing copies of records shall be set in accordance with state statute and posted (fee's may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost).