

CLINTON TOWNSHIP POLICE DEPARTMENT		
POLICIES AND PROCEDURES		
SUBJECT: RECORDS ACCOUNTABILITY		
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POLICY

The numerous responsibilities of law enforcement officers and their respective agencies require strict reporting requirements for all law enforcement activities as well as strict maintenance and security of all reports. Accurate, complete, and accessible police reports are necessary for: 1) the successful prosecution of criminal cases, 2) to defend the police department and its personnel in litigation, and 3) to facilitate the proper submission of a variety of reports mandated by the State and Federal governments.

In addition, the Clinton Township Police Department has an obligation to assist citizens with obtaining police records and to keep the public informed of the department's activities.

PROCEDURE

I. DEFINITIONS

- A. Chief Executive Officer—that person who is responsible to serve as the head of the police department. The Chief Executive Officer may be a civilian Police Director or a sworn officer such as the Chief of Police or Officer-In-Charge. “Officer” as used in “Chief Executive Officer” need not denote sworn status.
- B. Discovery—compulsory disclosure by a party to an action, at another party's request, of facts or documents relevant to the underlying action in order to establish the facts of the matter. The “discovery” process as used herein typically involves a request, the complete copying of a case file, and the dissemination of that file to a defendant or their attorney.
- C. Division Commander—an officer in charge of a component part of the Clinton Township Police Department and who reports directly to the Chief Executive Officer or his or her designee; examples include the Operations Division Commander, the Investigative Division Commander, and the Administrative Division Commander.
- D. Document—something tangible on which words, symbols, or marks are recorded.
- E. Employee—everyone employed by the Clinton Township Police Department, whether sworn police officers, civilian employees, or appointed employees. Where appropriate, “employee” shall also include volunteers.
- F. Expungement—the extraction and isolation of all records on file within any court, detention

Records Accountability
Volume 4, Chapter 8

or correctional facility, or law enforcement or criminal justice agency concerning a person's detection, apprehension, arrest, detention, trial, or disposition of an offense within the criminal justice system. (see N.J.S.A. 2C:52-1(a)). Expunged records may include complaints, warrants, arrests, commitments, processing records, fingerprints, photographs, index cards, "rap sheets," and judicial docket records. (see N.J.S.A. 2C:52-1(b)).

- G. Government record—any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data-processed or image-processed document, information stored or maintained electronically or by sound recording or in a similar device, or any copy thereof, that has been made, maintained, or kept on file in the course of official business by any officer, commission, agency, or authority of the State. "Government record" shall **not** include inter-agency or intra-agency advisory, consultative, or deliberative material. (see N.J.S.A. 47:1A-1.1).
- H. Information—as it relates to law enforcement functions, "information" is data and knowledge obtained from a variety of sources: public, governmental, confidential, etc. The information may be utilized to further an investigation or may be derived from an investigation. "Information" as used herein is assembled as a result of the performance of any inquiry, formal or informal, into a criminal incident or an allegation of criminal wrongdoing or that which falls under the law enforcement purview.
- I. O.P.R.A.—New Jersey's 'Open Public Records Act', found at N.J.S.A. 47:1A-1 et. seq. In general, a law that allows citizens to obtain and review police reports, subject to delineated restrictions.
- J. Record—a written account of past events designed to memorialize those events.
- K. Shift Supervisor—a member of the department assigned to a position requiring the exercise of immediate supervision over the activities of specific employees during a particular shift.
- L. T.A.C. (Terminal Agency Coordinator)—a sworn officer designated by the Chief Executive Officer whose responsibilities include: 1) ensuring compliance with state and federal requirements related to the access and dissemination of law enforcement information, 2) training others in the lawful and proper use of the Criminal Justice Information System (CJIS), 3) serving as a liaison with the State System Manager, 4) validating N.C.I.C. entries made by the Clinton Township Police Department, and 5) maintaining all related records. The Chief Executive Officer may also designate an alternate T.A.C. For the purposes of this general order, the T.A.C. shall also be responsible for overseeing use and compliance of the Clinton Township Police Department's records management system, Enforsys.
- M. Uniform Crime Reports—a series of annual criminological studies prepared by the Federal Bureau of Investigation. The reports, collated from monthly submissions by law enforcement agencies, include data on types of offenses, statistics regarding arrests, information regarding offenders, crime rates, etc.

II. SUBMISSION OF COMPLETED REPORTS

- A. Reports shall be completed as soon after the incident as practical.
- B. Completed reports shall be submitted to the reporting officer's supervisor for review.
- C. Supervisors shall review every report submitted by officers under their command for accuracy, legibility, completeness, and lawful and/or procedurally proper content.
- D. Unacceptable reports shall be returned to the submitting officer for all necessary corrections or improvements.
- E. See the Clinton Township Police Department's '*Case Management and Tracking*' general order at Volume 8, Chapter 2 for information regarding subsequent reporting and investigative requirements.

III. RECORDS SECTION RESPONSIBILITIES

- A. The Administrative Division Commander shall supervise the Records Section.
- B. It shall be the responsibility of the Records Section to provide for the collection, categorization, retention, retrieval, privacy, security, dissemination, and destruction of all police department reports, case files, or other documents.
- C. The records function also includes providing various governmental record services to the public, other law enforcement agencies, and the department. Such services include but are not necessarily limited to:
 - 1. Discovery requests,
 - 2. O.P.R.A. requests, and
 - 3. Background checks
 - 4. Completion of all required reporting in connection with the Uniform Crime Reports and related supplemental reports forwarded to the New Jersey State Police—Uniform Crime Reporting Unit.
 - 5. Compiling data to facilitate the preparation of a monthly statistical report for the Township governing body documenting department activities.

Records Accountability
Volume 4, Chapter 8

- a. The report shall reflect the totals for various incidents and summonses for the month reported, the current year-to-date totals, and the previous year-to-date totals for comparison.
- b. Incidents include:
 - (i) Motor vehicle crashes
 - (ii) Burglaries
 - (iii) Thefts
 - (iv) Alarms
 - (v) Assist fire department call
 - (vi) Ambulance/Rescue squad calls
 - (vii) Homicides
 - (viii) Sex offenses
 - (ix) Robbery
 - (x) Aggravated/Simple assaults
 - (xi) Motor vehicle theft
 - (xii) Arson
 - (xiii) Domestic Violence-related incidents
 - (xiv) Adult arrests
 - (xv) Juvenile arrests
 - (xvi) Warrants served
 - (xvii) Motor vehicle summonses
- c. Other miscellaneous information, to include but is not limited to:
 - (i) Total complaints handled
 - (ii) Number of times other agencies were assisted

Records Accountability
Volume 4, Chapter 8

6. Data entry for computerized records of departmental activities.
7. Retrieval and distribution of reports, documents, and files for agency personnel.
8. Records Section personnel shall handle inquiries received by telephone, at the police department window, via facsimile, and via mail.
 - a. Records Section personnel shall not provide law enforcement information via telephone other than general information facilitating the acquisition of police department information.
 - b. The only exception is when the Public Information Officer provides statements to the media via telephone.
 - c. No information regarding the official activities of the Clinton Township Police Department shall be released unless the person or entity making the request is authorized to view and/or obtain the information.
 - d. Whenever a question arises regarding the appropriateness of a request for information or documents, Records Section personnel shall consult with the Administrative Division Commander for guidance.
9. Destruction/archiving of police records as provided for in this general order and the New Jersey Division of Archives and Records Management (D.A.R.M.).

IV. RECORDS ROOM ACCESS

- A. The following employees have been granted authorization to access the Records Room and related areas located within the Record's Section:
 1. The Chief Executive Officer,
 2. All Division Commanders,
 3. Internal Affairs Investigators,
 4. The Police Secretary/Receptionist,
 5. The Administrative Secretary, and
 6. The Records and Data Administrator

Records Accountability
Volume 4, Chapter 8

- B. Whenever Records Section personnel are on duty, members not authorized to retrieve reports or case files shall request retrieval of the report or file from a member of the Records Section staff.
- C. If no Records Section personnel are on duty or present, the member requiring the information shall submit a written request to the Records Section for processing on the following business day.
- D. If there is an immediate need to retrieve the report or file, the member in need shall make a request for the information through the Shift Supervisor.
 - 1. Any time a case file is provided to an officer by a member of the Records Section or by the Shift Supervisor, the employee providing the case file to the officer shall immediately make entry of the transaction in the 'Report Sign Out Log,' on the wall on the Administration side of the Records Section.
 - 2. When doing so, the employee providing the case file shall inquire of the officer receiving the case file when they will be returning it.
 - 3. Case files shall be returned to the Records Section at the officer's earliest possible convenience; almost always upon the officer's return from court.
 - 4. Nevertheless, the employee signing the case file out shall be strictly responsible for ensuring that the officer has returned the case file.
 - 5. When the case file is returned, the officer returning the case file shall witness the employee receiving the case make proper entry in the 'Report Sign In Log.'
- E. The Records Room shall remain locked whenever no Records Section personnel on duty.
- F. Off-hours access to the Records Room shall be restricted to members of the Command Staff, Shift Supervisors, Investigative Division personnel, or those persons expressly permitted by the Administrative Division Commander.

V. STORAGE AND REMOVAL OF RECORDS

- A. Completed Investigation, Motor Vehicle Crash (NJTR-1), Arrest (adult and juvenile), and Operations reports are to be filed in the department's designated records storage area.
- B. Records shall be filed in sequential order utilizing the case number generated by the department's records management system.
 - 1. The following records may be stored within the Investigative Division;
 - a. All Internal Affairs Reports, which will be secured in the Investigative Division Commanders office.

Records Accountability
Volume 4, Chapter 8

- b. Sex offender registry,
 - c. List of businesses licensed to sell alcoholic beverages,
 - d. Pending/completed forfeiture files,
 - e. Confidential informant records,
 - f. Records pertaining to the collection and dissemination of law enforcement intelligence, and
 - g. Any other record deemed necessary by the Chief Executive Officer for the efficient functioning of the Investigative Division
- 2. The following records shall be maintained within the Administrative Division:
 - a. Applications
 - b. Grants
 - c. Payroll
 - d. Personnel Files (locked in Administrative Division Commander's office)
 - e. Training records
 - f. Use of Force/Pursuit reports
 - g. Purchasing
 - h. Vendors contracts
 - i. Records of confidential investigations (or in the Investigative Division as needed)
 - j. Expunged records (locked in the Records Room)
 - k. Financial files
 - l. Petty cash documents
 - m. Various certifications regarding police headquarters compliance (e.g., OSHA, elevator inspections, etc.).

Records Accountability
Volume 4, Chapter 8

3. Investigation files containing juvenile custody information shall be stamped “JUVENILE” in red as an extra security measure.
- C. Original reports shall be maintained in the Records Room and shall only be removed as provided for below:
1. To facilitate an Internal Affairs/Confidential investigation,
 2. for copying in furtherance of lawful dissemination,
 3. for court, and
 4. at the request of the Hunterdon County Prosecutor’s Office.
- D. All records, documents, reports, forms, logs, or other information, created, maintained, or stored by the Clinton Township Police Department are the exclusive property of the Clinton Township Police Department.
- E. No employee shall personally possess and/or disseminate any document, record, report, form, or other source of information created, maintained, or stored by the Clinton Township Police Department or the reproduction of any such document, record, report, form, or other source of information without the express authorization of the Chief Executive Officer (see e.g. N.J.S.A. 2A:58D-2).
- F. Any employee of the Clinton Township Police Department doing so shall face serious disciplinary action up to and including dismissal and criminal prosecution where appropriate.
- G. As previously stated, members not authorized to remove records shall enlist the assistance of an employee of the Record’s Section to retrieve documents from the Record Room.
- H. When a case file is assigned for follow-up investigation, the assigned investigator shall compile a working file that shall consist of photocopies of the original documents contained in the case file.
1. Original reports completed subsequent to the opening of a working case file shall be forwarded to the Record’s Section for inclusion in the original case file that is maintained in the Record’s Section.
 2. Based upon the need for confidentiality in connection with some cases, it may be necessary to withhold original reports and/or entire files from the Record’s Section.
 - a. Investigators having a genuine need to withhold files and/or reports shall notify their immediate supervisor of such and the basis for the request.

**Records Accountability
Volume 4, Chapter 8**

- b. The supervisor receiving such a request shall be responsible for obtaining permission from the Administrative Division Commander to deviate from the standard filing procedures herein outlined.
- c. If approved, the Operations Division Commander shall dictate the storage location and security precautions, including access authorization, which shall be established for the confidential records.

VI. COMPUTERIZED RECORDS

- A. The Clinton Township Police Department utilizes a computerized records management system (RMS).
 - 1. The RMS will create and store a record of every incident generated by this department.
 - a. Enforsys is the current computerized records management systems provider for the Clinton Township Police Department.
 - b. The Chief Executive Officer shall designate the officer responsible for the maintenance and supervision of the Records Management System.
 - 2. In addition to a computerized records management system, the Clinton Township Police Department may utilize computerized spreadsheets, databases, and professional software whenever practical to track records including but not limited to:
 - a. Purchases
 - b. Vehicle repairs
 - c. Equipment Inventories
 - d. Training records
 - e. Statistical records
 - f. Work schedules
 - g. Overtime expenditures
 - h. Personnel records

Records Accountability
Volume 4, Chapter 8

- i. Property/evidence records
 3. Spreadsheets or databases used for departmental use shall be created only with the authorization of the Chief Executive Officer or his or her designee.
 - a. Spreadsheets and databases shall be created on software compatible with the Township's computer network.
 - b. Spreadsheets and databases created for official departmental use shall be created and stored on a file on the police department network.
 - c. The Chief Executive Officer or his or her designee shall grant access to departmental spreadsheets and databases on an "as needed" basis.
 4. No member of the department is to create any "restricted access" file or record on the police department's network or on any department-issued computer without the permission of the Chief Executive Officer or his or her designee.
- B. The computerized records system software documents, at a minimum, shall contain the following information for every incident:
1. Case number,
 2. Date and time of incident,
 3. Name and address of complainant, if possible,
 4. Type of incident reported,
 5. Location of incident,
 6. Identification of officers assigned as primary and backup officers,
 7. Time of dispatch,
 8. Time of officer arrival,
 9. Time officer cleared or returned to service, and
 10. Disposition or status of the incident
- C. The Chief Executive Officer or his or her designee may grant or restrict access to any computerized record or file as needed.

Records Accountability
Volume 4, Chapter 8

- D. Possession, reproduction, access, or attempted access of any record, file, database, or spreadsheet, stored on a departmental or Township computer or network, without authorization, is strictly prohibited.
- E. Any member of the Clinton Township Police Department doing so shall face serious disciplinary action up to and including dismissal and criminal prosecution where appropriate.

VII. SECURITY OF COMPUTERIZED RECORDS

- A. No computer shall be left unattended while a user is logged on to the network. An unattended computer exposes the network to unauthorized users.
 - 1. No employee shall access or attempt to access any computer program or file for which they have not been granted permission.
 - 2. Each employee shall log into the Clinton Township Police Department's general computer network utilizing a personalized user name and password.
 - 3. Once logged into the department's network, the department's email, records management system, and other files may be accessed.
 - 4. When employees are not using the computer, they shall log off of the system.
 - 5. Additionally, the computer shall be logged off at the end of each workday.
- B. Employees are authorized to access the department's computer systems and files commensurate with their rank and/or responsibilities.
 - 1. User access is intended for use only by the individual to whom it is assigned.
 - 2. User access and passwords shall not be given to other individuals or written and placed where an unauthorized individual could have access to the network.
 - 3. Only personnel with a need to access the systems will be assigned a user name and password.
 - a. Personnel are urged to change their password at least every six (6) months.
 - b. Personnel shall have a strong password. Passwords are urged to be at least eight (8) alpha-numeric characters and contain both upper case, lower case, and one numeric character.
- C. A password audit of all shared databases will be conducted annually or in compliance with applicable requirements.

Records Accountability
Volume 4, Chapter 8

- D. The information contained within the department computer systems is often sensitive in nature and shall always be treated as confidential.
- E. Due caution shall be exercised when releasing information to ensure the receiving party is entitled to view and/or receive it.
- F. Employees are responsible for computer system security and shall take all reasonable precautions to prevent unauthorized users from accessing and/or viewing the information contained in the system.
- G. The Chief Executive Officer or his or her designee shall conduct an annual password audit of applicable Clinton Township Police Department databases.
- H. The Chief Executive Officer or his or her designee shall conduct an annual security audit to determine that:
 - 1. Only current employed personnel have access.
 - 2. All users' access rights are for their specific duties and responsibilities.
 - 3. Any personnel on suspension or other related leave of absences are temporarily removed or suspended from having access rights.
 - 4. Any violations or discrepancies shall be immediately reported to the Administrative Division Commander through the chain of command.
- I. The Chief Executive Officer shall order that an immediate audit of the Clinton Township Police Department's computerized records if a breach of security is discovered.

VIII. RELEASE OF RECORDS AND INFORMATION

- A. The Clinton Township Police Department shall provide records for release, upon request, in a manner consistent with N.J.S.A. 47:1a et seq., New Jersey's 'Open Public Records Act' (O.P.R.A.).
- B. The Administrative Division Commander shall ensure the department's compliance with OPRA.
- C. Records specifically *excluded* from dissemination, and therefore not available for public release, shall include:
 - 1. Any photograph, negative, copy, or print – including instant photographs and video recordings – of the body or any portion of the body of a deceased person, taken by or for a member of the Clinton Township Police Department, any other law enforcement agency, or the Hunterdon County Medical Examiner; except when used in a criminal action or proceeding in this state which relates to the death of that

Records Accountability
Volume 4, Chapter 8

- person (see N.J.S.A. 47:1A-1.1, though broader prohibition has been included herein);
2. Criminal investigatory records (see N.J.S.A. 47:1A-1.1), though certain information shall be released pursuant to N.J.S.A. 47:1A-3.b (see subsection D2 below);
 3. Victims' records, except that a victim of a crime shall have access to the victim's own records. In relation, convicts shall *not* have their victims' records (see N.J.S.A. 47:1A-2.2);
 4. Personal firearms records, except for use by any person authorized by law to have access to these records or for use by any government agency, including any court or law enforcement agency, for purposes of the administration of justice (see N.J.S.A. 47:1A-1.1);
 5. Emergency or security information or procedures for any building or facility, which, if disclosed, would jeopardize security (see N.J.S.A. 47:1A-1.1);
 6. Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data, or software (see N.J.S.A. 47:1A-1.1);
 7. Records that would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism or which, if disclosed, would materially increase the risk or consequences of potential acts of sabotage or terrorism. (see Executive Order 21).
 8. Information related to any sexual harassment complaint filed with the Township (see N.J.S.A. 47:1A-1.1);
 9. Records related to any grievance filed by or against any township employee (see N.J.S.A. 47:1A-1.1);
 10. Information in connection with collective negotiations, including documents and statements of strategy or negotiating position (see N.J.S.A. 47:1A-1.1);
 11. Communications between a public agency and its insurance carrier, administrative service organization, or risk management office (see N.J.S.A. 47:1A-1.1);
 12. Information to be kept confidential pursuant to court order (see N.J.S.A. 47:1A-1.1);
 13. That portion of any document which discloses the social security number, credit card number, unlisted telephone number, or driver's license number of any person; *except* for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof,

Records Accountability
Volume 4, Chapter 8

or any private person or entity seeking to enforce payment of court-ordered child support; *except* with respect to the disclosure of driver information by the New Jersey Motor Vehicle Commission as permitted by (C.39:2-3.4); and *except* that a social security number contained in a record required by law to be made, maintained, or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor (see N.J.S.A. 47:1A-1.1);

14. Test or other results indicating the cause of death. Individuals seeking information on the cause of death may be directed to the Hunterdon County or State Medical Examiner or the Hunterdon County Prosecutor's Office;
15. Information pertaining to registered sex offenders, except where otherwise provided under the provisions of Megan's Law;
16. Juvenile records, except as otherwise provided in N.J.S.A. 2A:4A-60;
17. Government records requested anonymously;
18. As per N.J.S.A. 47:1A-10 and notwithstanding N.J.S.A. 47:1A-1 et seq. or any other law to the contrary, the personnel or pension records of any individual in the possession of a public agency, including but not limited to records relating to any grievance filed by or against an individual, shall not be considered a government record and shall not be made available for public access, *except*:
 - a. an individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefor, and the amount and type of any pension received shall be a government record;
 - b. personnel or pension records of any individual shall be accessible when required to be disclosed by another law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest; and
 - c. data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed medical or psychological information, shall be a government record.
19. Criminal history, Division of Motor Vehicle, or any other information maintained or accessed through the Criminal Justice Information System (CJIS), the Administrative

Records Accountability
Volume 4, Chapter 8

Office of the Courts (AOC) computer system, or any other criminal justice computerized records system as required by law;

20. Information that would violate a citizen's reasonable expectation of privacy (see N.J.S.A. 47:1A-1; see also Burnett v. County of Bergen, 198 N.J. 408 (2009); In the Matter of Readoption with Amendments of Death Penalty Regulations N.J.A.C. 10A:23, By the New Jersey Department of Corrections, 367 N.J. Super 61 (App. Div. 2004)).
 21. Domestic violence records (see N.J.S.A. 2C:25-33 and 2C:25-34);
 22. Information relating to medical, psychiatric, or psychological history, diagnosis, treatment, or evaluation (see Executive Order 26).
- D. N.J.S.A. 47:1A-3.b requires that the following criminal investigatory information be disclosed within twenty-four (24) hours or as soon as practicable:
1. where a crime has been reported but no arrest yet made, information as to the type of crime, time, location and type of weapon, if any;
 2. if an arrest has been made, information as to the defendant's name, age, residence, and similar background information;
 3. information of the circumstances immediately surrounding the arrest, including but not limited to the time and place of the arrest, resistance, if any, pursuit, possession and nature and use of weapons and ammunition by the suspect and by the police;
 4. information as to the text of any charges unless the release of such information is contrary to existing law or court rule;
 5. information as to the identity of the investigating and arresting personnel and agency and the length of the investigation; and
 6. information as to circumstances surrounding bail, whether it was posted and the amount thereof.
- E. Persons or entities requesting records/information via the New Jersey Open Public Records Act shall be assessed a fee for copying consistent with existing law.
- F. The Clinton Township Police Department posts all of its crash reports online. Persons wishing to purchase crash reports online can do so via www.policereports.us.
- G. Persons requesting that a report be mailed to them shall be assessed a reasonable fee set by the Chief Executive Officer.

IX. DISCOVERY

Records Accountability
Volume 4, Chapter 8

- A. The Administrative Division Commander is ultimately responsible for ensuring that all properly submitted discovery requests are complied with.
- B. The Records and Data Administrator's primary responsibility is to assist the Administrative Division Commander by collating and disseminating discovery materials.
 - 1. Any employee (typically the Records and Data Administrator) who satisfies a discovery request by disseminating a case file to the requesting party (typically a Defendant's attorney) shall complete a Township of Clinton Police Department 'File Transmittal Form.'
 - 2. 'File Transmittal Forms' shall be kept on file indefinitely.
- C. Persons or entities requesting records/information via discovery shall be assessed a fee consistent with existing law and/or local ordinance.

X. DATA STORAGE AND BACKUP

- A. Computerized records management data is stored in the police department's Records Room and is backed-up by the use of cassette tapes.
- B. The Police Receptionist shall change the tapes once every week and shall store the backup tapes in a lock-box in the supply room.

XI. EXPUNGEMENT PROCEDURES (N.J.S.A. 2C:52-1 et. seq.)

- A. The Administrative Division Commander shall ultimately be responsible for the processing of expungement requests and orders.
- B. All expungement materials (petitions, verifications, proposed orders, orders setting dates for hearing, orders, etc.) received by the Clinton Township Police Department shall be forwarded to the Administrative Division Commander.
- C. When the Administrative Division Commander receives a petition for expungement, he or she shall review the petition and the underlying incident in order to determine whether the police department has a bona fide objection to the records being expunged.
- D. If the police department does have a bona fide objection, such objection shall be served pursuant to N.J.S.A. 2C:52-10 by the date listed in the Order Fixing Date of Hearing (see N.J.S.A. 2C:52-9).
 - 1. However, the vast majority of expungement applications will be approved if the incident and petitioner qualify as a matter of law; if there are no grounds for the denial of the relief (see N.J.S.A. 2C:52-14).

Records Accountability
Volume 4, Chapter 8

2. Stated differently, the denial of an expungement application based upon an objection by the police department or municipality is the rare exception.
- E. When the Administrative Division Commander receives an Order for Expungement, the Administrative Division Commander shall ensure that all records specified in said order be removed from the files of the Clinton Township Police Department and placed in the locked expungement drawer in the records room (see N.J.S.A. 2C:52-15).
- F. Records found in the Records Management System shall similarly be edited in order to remove all information ordered to be expunged.
- G. The Administrative Division Commander shall further insure that such records or the information contained therein are not released for any reason and are not utilized or referred to for any purpose. (Id.).
- H. In response to requests for information or records of the person who was arrested or convicted, all Clinton Township employees shall reply, with respect to the arrest, conviction, or related proceedings which are the subject of the order, that there is no record information. (Id.).
- I. Any record or file which is maintained by the Clinton Township Police Department which is the subject of an order of expungement, and which includes the name or names of persons other than that of the petitioner, need not be isolated from the general files if the other persons named in said record or file have not been granted an order of expungement.
- J. In this case, the copy remaining in the agency's general files shall have the petitioner's name and other personal identifiers obliterated and deleted. (see N.J.S.A. 2C:52-16).

XII. DESTRUCTION OF RECORDS

- A. Records, documents, and files shall be maintained for the appropriate period of time as described in the "Records Retention and Disposition Schedule for Local Police Departments" issued by the New Jersey Division of Archives and Records Management at www.nj.gov/treasury/revenue/rms/pdf/m900000.pdf.
- B. Records covered by the Retention Schedule shall not be destroyed without prior approval of the New Jersey Division of archives.
- C. Records not covered by the Retention Schedule shall be maintained in accordance with all applicable laws, policies, or directives.

All police procedures heretofore employed by the Clinton Township Police Department which conflict with this order are hereby rescinded. Supervisors shall be held accountable for the enforcement and application of this order. All members of the Clinton Township Police Department are required to follow this order as applicable. Violations of this order subject members of this

Records Accountability
Volume 4, Chapter 8

agency to disciplinary action.