

GENERAL ORDER 82.5.2

Release of Individual's Record

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for the release of criminal history information on an individual to that individual.

DISCUSSION

Citizens request a criminal history for various reasons; to obtain visas, as character reference for employment, and various other reasons. It is imperative that such releases be made in a consistent manner.

POLICY

I

For persons requesting their criminal histories, Records personnel shall: fill out the appropriate request form, check the person's identification, collect a fee, and tender a receipt. The Criminal History Request form will be sent to the Police Office Manager who will prepare a letter summarizing the person's record. This summation will be restricted to involvements within our jurisdiction.

If the request is received by mail, a form will be sent to the person with a request for the fee. Upon receipt of the completed form and fee, the request shall be processed as above.

After the letter is completed, the person may pick it up at the front counter or request it be mailed.

As a policy we do not provide criminal background checks to third-parties.

II

Mugshots will be released only without identifying information printed thereon. The Springfield Police Department does not issue photo ID to members of the public.

Richard L. Lewis
Chief of Police