

- Crash Investigators may maintain all original documents other than the crash report relating to fatality crashes and hit and run crashes
- crime analysis, vice, narcotics, and gang segments may retain intelligence information.
- security of documents retained in other segments is the responsibility of the segment.

F. **Report Access Restrictions.** Documents and reports created in the course of business for the Police Department are government property subject to legal restrictions on access and release. Release of information excepted from release under the Texas Public Information Act is a criminal offense. Making unauthorized copies of department reports and records or retaining "personal" copies may jeopardize criminal prosecutions. Such acts may also present obstacles to defense of the City or an employee in civil liability litigation. (Effective 11-01-97)

1. No one is allowed to take an original of any department record off premises except pursuant to a subpoena to produce the document for a civil or criminal suit. Police Legal Division review of the subpoena is required.
2. No one is allowed to take a copy of any department record off premises except pursuant to a subpoena for civil or criminal suit, where Police Legal Division review is required, or when the copy is required for the employee to work at a job-related location other than that of the employee's usual assignment and need for the copy has been verified and approved by the employee's supervisor.
3. Off-premise storage of blue copies of issued citations by officers as specified in General Order 421.05B.2. is an exception to this policy. These copies should be kept in a secure area and protected from disclosure to unauthorized persons.