



# CITY OF LONG BEACH

OFFICE OF THE CITY CLERK

333 WEST OCEAN BOULEVARD • LONG BEACH, CALIFORNIA 90802 • (562) 570-6101 • FAX (562) 570-6789

December 11, 2018

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Recommendation to adopt the revisions to the Police Department Records Retention Schedule (as shown in Attachment I), and rescind previously applicable Record Titles for the Police Department.

## DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department. Each retention schedule must provide for:

In its capacity as responsible agent for operation of the Records Center, the Office of the City Clerk has worked with the Police Department to revise the Records Retention Schedule (Attachment I) last adopted on May 5, 2009.

## CONCURRENCES

The City Attorney, Long Beach Police Department and the Office of the City Clerk concur in the above recommendation.

## FISCAL IMPACT

Appropriations have been budgeted in FY 19 for operation of the City Records Center.

Respectfully submitted,

Monique De La Garza  
City Clerk

MD:II

# ATTACHMENT I

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<b>ORIGINATING DEPARTMENT</b> POLICE DEPARTMENT	<b>ITEM NO. &amp; TITLE:</b> 27. CARRY CONCEALED WEAPON PERMIT	<b>DATE</b> DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Chief of Staff				
	Original	5 Y		5 Y

**DESCRIPTION: (Purpose, Content, and Method of Filing)**




**Purpose:** Track Carry Concealed Weapon (CCW) permits issued to retired Long Beach Police Department (LBPD) peace officers.

**Content:** Includes all CCW applications submitted by retired LBPD peace officers. State of California CCW permits are renewed every 5-years. Nationwide CCW permits (HR-218) are renewed annually.

**Legal citations** are GC 34090, PC 26220, and PC 12053.

**Method of Filing:** Alphabetically by applicant name.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

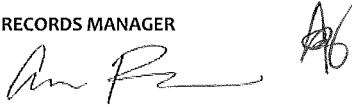


ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b>49. COMPLAINT LOG</b>			DATE DEC 11, 2018
COPIES/FILES BY DEPT/SECTION  Chief of Police/Internal Affairs Division	COPY DESIGNATION  Original	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
		5 Y		5 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Complaint Log is a log book in which complaints are logged in chronological order and given a case number. The information logged shows the date of the incident, the date it was reported, the name of the complainant, the allegations, the names of the employees against whom the complaint(s) was made, the investigator or unit responsible for the investigation, and case disposition information.

12/11/18 - Delete this form and record from the PD retention schedule. This record is no longer in use.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <p style="text-align: center;"><b>53. 5150 FILE</b></p>	DATE  DEC 11, 2018
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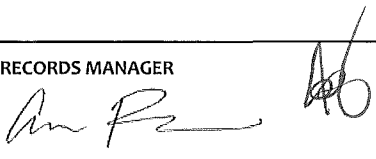

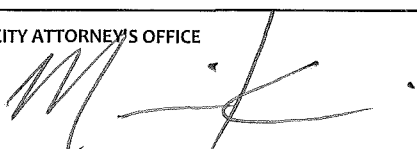
COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division				
	Original	Permanent		Permanent

DESCRIPTION: (Purpose, Content, and Method of Filing)

5150 file subjects are maintained to provide information regarding potential hazards or threats to the community or City employees. Hard copies are filed alphabetically in the Intelligence Office and shredded when destroyed.

12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is no longer in use.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEYS OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b>57. FORMAL INVESTIGATIONS--SUSTAINED</b>	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division	Original	Permanent		Permanent

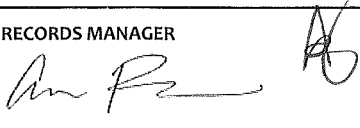


DESCRIPTION: (Purpose, Content, and Method of Filing)

This category of documents includes formal investigations by Internal Affairs which have resulted in at least one allegation of misconduct being sustained.

These files are maintained in a numerical filing system. The recommended period of retention complies with the requirements set forth under Section 832.5 of California Penal code.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b><del>57-A. FORMAL INVESTIGATIONS - SUSTAINED WITH DISCIPLINE</del></b> <b><del>LESS THAN A 10-DAY SUSPENSION</del></b>	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division				
	Original	5 Y		5 Y
	Electronic	5 Y		5 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

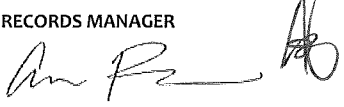


This category of documents is comprised of formal investigations by Internal Affairs, which have resulted in sustained allegation(s) and a discipline that is less than a 10-day suspension (this includes letters of reprimand and alternative discipline).

These files are maintained in a numerical filing system and have corresponding electronically stored data.

The period of retention is in compliance with the requirements set forth under Section 832.5 of California Penal code.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b>58. NON-MISCONDUCT CASES</b>	DATE DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division	Original	5 Y		5 Y then Shred




DESCRIPTION: (Purpose, Content, and Method of Filing)

This category of documents includes Internal Affairs complaints which have resulted in a finding of: 1) "Non-Misconduct"; 2) "Unfounded"; 3) "Exonerated" and 4) "Not- Sustained". Cases having a disposition of "Non-Misconduct" are maintained in an alphabetical filing system, while the others are filed in numerical order.

The Recommended period of retention complies with the requirements set forth under Section 832.5 of the California Penal Code.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b>59. SERVICE COMPLAINTS</b>			DATE  DEC 11, 2018
COPIES/FILES BY DEPT/SECTION  Chief of Police/Internal Affairs Division	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	5 Y		5 Y then Shred

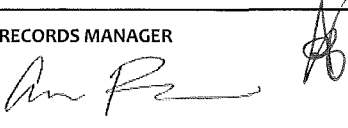

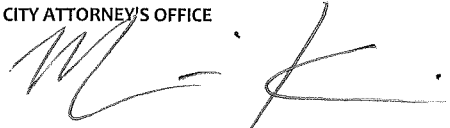
DESCRIPTION: (Purpose, Content, and Method of Filing)

Every complaint of employee misconduct undergoes a preliminary investigation process, after which, it is reviewed by the Deputy Chiefs for purposes of placement within one of three categories. Service complaints are those of which the Deputy Chiefs are of the opinion that the matter could have been better handled by some other means. These cases are forwarded to the employee's bureau for purposes of correcting the employee's technique in handling future situations of a similar nature. A summary of the training or counseling provided to the employee is then returned to Internal Affairs, after which, the matter is closed. The recommended period of retention complies with the requirements set forth under Section 832.5 of the California Penal Code.

The files are maintained in a numerical filing system.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b><del>60. TAPED INTERVIEWS</del></b>	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division				
	Original	5 Y		5 Y then Erase

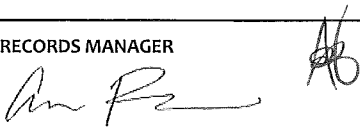

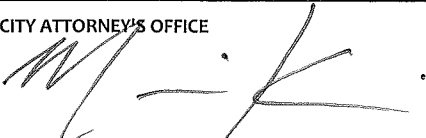
DESCRIPTION: (Purpose, Content, and Method of Filing)

During the course of investigating allegations of employee misconduct, the complainants, witnesses and accused employees, undergo an interview process. Many of these interviews are recorded on standard audio tape cassettes, and maintained within the Internal Affairs Division. The recommended period of retention complies with the requirements set forth under Section 832.5 of the California Penal Code.

The tapes are maintained in a numerical filing system.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b>62. EARLY WARNING SYSTEM</b>	DATE DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division	Original	5 Y		5 Y then Shred

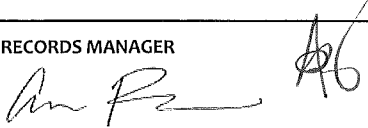


DESCRIPTION: (Purpose, Content, and Method of Filing)

The Early Warning System (EWS) is a program designed to identify employees who may be experiencing problems which, if not addressed through training or counseling, eventually might result in behavior requiring disciplinary action. The criteria by which an employee may be entered into EWS, consists of a relatively broad variety of circumstances. Internal Affairs maintains all records of the criteria which results in an employee being entered into EWS. The recommended period of retention complies with the requirements set forth under Section 832.5 of the California Penal Code.

The data is maintained in a computerized system from which a monthly report is generated as a hard copy.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is no longer in use.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b>63. COMPUTER DATA</b>			DATE  DEC 11, 2018
COPIES/FILES BY DEPT/SECTION  Chief of Police/Internal Affairs Division	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	Permanent		Permanent

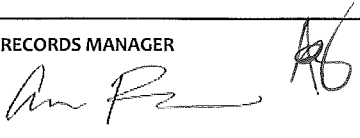

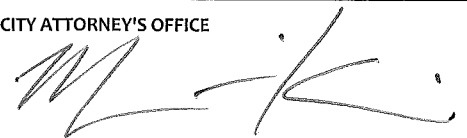
DESCRIPTION: (Purpose, Content, and Method of Filing)

Internal Affairs maintains a computerized summary of the outcome of each complaint of employee misconduct. The recommended period of retention complies with the requirements set forth under Section 832.5 of the California Penal Code.

The computer information is maintained in numerical order.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This document is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<b>ORIGINATING DEPARTMENT</b> <b>POLICE DEPARTMENT</b>	<b>ITEM NO. &amp; TITLE:</b> <b>66. APPLICANT PSYCHOLOGICAL TEST &amp; INTERVIEW RECORD (CONFIDENTIAL)</b>			<b>DATE</b> DEC 11, 2018
<b>COPIES/FILES BY DEPT/SECTION</b> Support Bureau/Training Division	<b>COPY DESIGNATION</b>	<b>RETENTION PERIOD</b>		
		DEPARTMENT	REC. CENTER	DESTROY
Deselected Candidates	Original	3 Y		3 Y
Failed Candidates	Original	3 Y		3 Y
Accepted Candidates	Original	3 Y		3 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

Purpose: The purpose of these records is to test applicants for police recruit or police reserve.

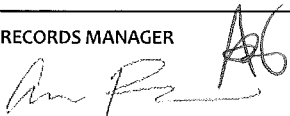


Content: The records consist of the Minnesota Multiphasic Personality Inventory (MMPI) and the Inwald Personality Inventory (IPI). Each of these tests has been scored and profiles are included. These files are confidential and are maintained by the department psychologist. All candidates will have records maintained for 3 years respectively. Accepted candidates will have a POST formatted clearance letter issued by the Department Psychologist.

Legal citations are 2 CCR § 11013 and CGC § 12946.

Method of Filing: Candidate name

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b>67. APPLICANT PSYCHOLOGICAL TEST WITHOUT INTERVIEW (CONFIDENTIAL)</b>	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Support Bureau/Training Division				
	Original	3 Y		3 Y

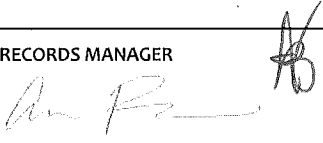

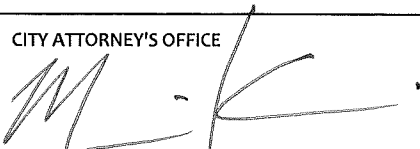
DESCRIPTION: (Purpose, Content, and Method of Filing)

Purpose: The purpose of these records is to test applicants for police recruit or police reserve. The records consist of the Minnesota Multiphasic Personality Inventory (MMPI) and the Inwald Personality Inventory (IPI). These files are confidential and are maintained by the department psychologist. All candidates will have records maintained for 3 years respectively. Accepted candidates will have a POST formatted clearance letter issued by the Department Psychologist.

Legal citations are 2 CCR § 11013 and CGC 12946.

Method of Filing: Candidate name.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE:  <b>68. INTERNAL AFFAIRS INVESTIGATIONS NOT SUSTAINED CASES</b>	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division				
	Original	5 Y		5 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

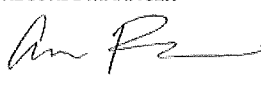


Complaints of employee misconduct which are not determined through the preliminary investigation process to be "service complaints" or complaints of "non-misconduct" are formally investigated. Thereafter, The Chief of Police determines final disposition of the case as either:

- UNFOUNDED: The incident did not occur, or the police are not involved.
- EXONERATED: The incident occurred, but the actions taken were justified, lawful and proper.
- NOT SUSTAINED: There is insufficient evidence to prove or disprove the allegation.
- SUSTAINED: There is a preponderance of evidence to clearly prove the allegation.
- OTHER: Prepare written explanation.

The formal complaint files include, but are not limited to, witness statements, summaries, interviews and investigative insights. The files are maintained in a numerical filing system.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b>69. INTERNAL AFFAIRS INVESTIGATIONS REQUIRING DISCIPLINARY ACTIONS</b>	DATE DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/Internal Affairs Division				
	Original	Permanent		Permanent

DESCRIPTION: (Purpose, Content, and Method of Filing)

DESTROY--Permanent so long as disciplinary action is part of personnel file. If disciplinary action is removed for any reason, corresponding I.A. file shall be destroyed.

Complaints of employee misconduct which are not determined through the preliminary investigation process to be "service complaints" or complaints of "non-misconduct" are formally investigated. Thereafter, The Chief of Police determines final disposition of the case as either:




- Unfounded: The incident did not occur, or the police are not involved.
- Exonerated: The incident did not occur, or the police are not involved.
- Not Sustained: The incident occurred, but the actions taken were justified, lawful and proper.
- Sustained: There is insufficient evidence to prove or disprove the allegation.
- Other: Prepare written explanation.

Those "sustained" cases resulting in disciplinary action are to be kept so long as the record of the disciplinary action remains in the employee's personnel file.

The formal complaint files include, but are not limited to, witness statements, summaries, interviews and investigative insights. The files are maintained in a numerical filing system.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 



RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<b>ORIGINATING DEPARTMENT</b> <b>POLICE DEPARTMENT</b>	<b>ITEM NO. &amp; TITLE:</b> <b>123. PERSONNEL COMPLAINT FORM</b>			<b>DATE</b> DEC 11, 2018
<b>COPIES/FILES BY</b> <b>DEPT/SECTION</b>	<b>COPY</b> <b>DESIGNATION</b>	<b>RETENTION PERIOD</b>		
Chief of Police/Internal Affairs Division		<b>DEPARTMENT</b>	<b>REC. CENTER</b>	<b>DESTROY</b>
	Original	Permanent until employee no longer there		Permanent until employee no longer there
Juvenile	Copy			
Personnel	Copy			

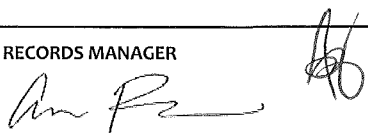


DESCRIPTION: (Purpose, Content, and Method of Filing)

The Personnel Complaint Form is completed by supervisory personnel upon receiving complaints from the public concerning police conduct and/or police service. The personnel complaint is forwarded through the chain of command to the affected officers bureau chief. The Personnel Complaint Form is maintained in the supervisory Sergeants Office files. Copies only are kept in the supervisor's office.

Suggested Retention: Juvenile Section- (Copy) as long as employee works in Juvenile Section.  
 Internal Affairs- (Original) Permanent  
 Personnel- (Copy) Permanent

**12/11/18 - Delete this form and record from the Police Department records retention schedule. This record is part of the Internal Affairs Complaint Investigations, Form 221.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

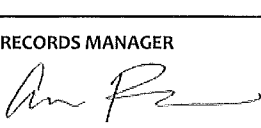


ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b><del>205. JAIL DIVISION INCIDENT REPORT</del></b>			DATE DEC. 11, 2018
COPIES/FILES BY DEPT/SECTION  Support Bureau/Jail Division	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original	7 Years		7 Years Then Microfilm
	Microfilm	PERMANENT		PERMANENT

DESCRIPTION: (Purpose, Content, and Method of Filing)

Jail Division incident report documents unusual occurrences in the Jail Division. By design, it accounts for the type of incident, the force used, injuries sustained, and witnesses. It is a permanent record in the Jail Division and should be kept for 7 years. It should be microfilmed after 7 years. The report remains within the division unless it becomes part of a crime report. Then, a copy goes with the crime report, and the original remains in the Jail Division.

**12/11/18 - Delete this form and record from the Police Department records retention schedule. The paper record is no longer in use and the data is stored within the department's Records Management System.**

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<p>ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b></p>	<p>ITEM NO. &amp; TITLE: <b>220. USE OF FORCE REVIEWS</b></p>			<p>DATE DEC 11, 2018</p>
<p>COPIES/FILES BY DEPT/SECTION Chief of Police/Internal Affairs Division</p>	<p>COPY DESIGNATION</p>	<p>RETENTION PERIOD</p>		
		<p>DEPARTMENT</p>	<p>REC. CENTER</p>	<p>DESTROY</p>
	<p>Original</p>	<p>5 Y</p>		<p>5 Y</p>

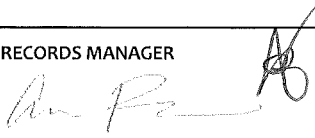


DESCRIPTION: (Purpose, Content, and Method of Filing)

Purpose: Track instances of Use of Force.

Content: This category of documents is comprised of documentation of uses of force by officers and the subsequent review by supervisors and management. Legal citation is PC 832.5.

Method of Filing: These files are maintained in a numerical filing system in an electronic database.

PREPARED BY: Monica Sabunas, Admin. Analyst

<p>APPROVALS</p>		
<p>RECORDS MANAGER </p>	<p>DEPARTMENT HEAD </p>	<p>CITY ATTORNEY'S OFFICE </p>

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT <b>POLICE DEPARTMENT</b>	ITEM NO. & TITLE: <b>221. INTERNAL AFFAIRS COMPLAINT INVESTIGATIONS</b>	DATE DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION  Chief of Police/ Internal Affairs Division	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Formal Investigations – Sustained	Original	5 Y		5 Y
Formal Investigations – Sustained with Discipline less than a 10 Day Suspension	Original	5 Y		5 Y
Non-misconduct Cases	Original	5 Y		5 Y
Service Complaints	Original	5 Y		5 Y
Taped Interviews	Original	5 Y		5 Y
Computer Data	Original	5 Y		5 Y
Internal Affairs Investigations – Not Sustained	Original	5 Y		5 Y
Internal Affairs Investigations Requiring Disciplinary Actions	Original	5 Y		5 Y
Personnel Complaint Form	Original	5 Y		5 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

Purpose: This record title will consolidate individual Internal Affairs documents under new record titled Internal Affairs Complaint Investigations.

Content: This record shall include but is not limited to the listed documents below. Imposed discipline of a 10-day suspension or greater will be maintained in the employees personnel file in accordance with the file retention for employee personnel records.

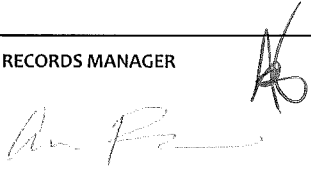
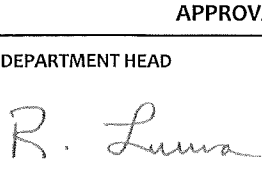
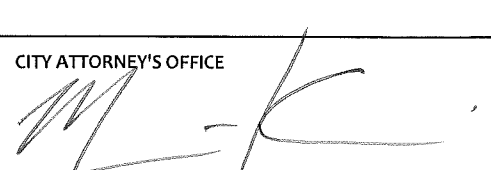
Legal citation is PC 832.5. Disciplinary letters (10+ days of suspension or more) will be maintained for longer in accordance with retention of "personnel files."

Method of Filing: By case, in numerical order.

Title of Document	Form
• Formal Investigations – Sustained	57
• Formal Investigations – Sustained with Discipline less than a 10 Day Suspension	57A
• Non-misconduct Cases	58
• Service Complaints	59
• Taped Interviews	60
• Computer Data	63
• Internal Affairs Investigations – Not Sustained	68
• Internal Affairs Investigations Requiring Disciplinary Actions	69
• Personnel Complaint Form	123

Remarks: Disciplinary letters (10+ days of suspension or more) will be maintained in accordance with retention of "personnel files."

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT  POLICE DEPARTMENT	ITEM NO. & TITLE:  222. POLICY COMPLIANCE REVIEW	DATE  DEC 11, 2018
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COPIES/FILES BY DEPT/SECTION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
Chief of Police/ Internal Affairs Division				
Vehicle Accident Reviews	Original	5 Y		5 Y
Forced Entry Reviews	Original	5 Y		5 Y
Vehicle Pursuit Reviews	Original	5 Y		5 Y

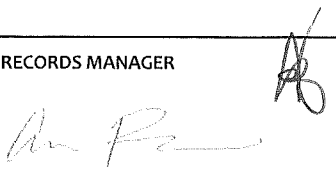

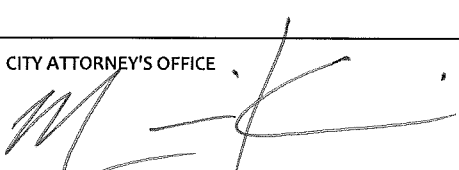
DESCRIPTION: (Purpose, Content, and Method of Filing)

Purpose: This record title will establish a new Internal Affairs record titled Policy Compliance Review.

Content: This record includes Vehicle Accident Reviews, Forced Entry Reviews, Vehicle Pursuit Reviews. Legal citation is CGC 34090; PC 832.5.

Method of Filing: By case, in numerical order.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS		
RECORDS MANAGER  	DEPARTMENT HEAD  	CITY ATTORNEY'S OFFICE  

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

<b>ORIGINATING DEPARTMENT</b>  <b>POLICE DEPARTMENT</b>	<b>ITEM NO. &amp; TITLE:</b>  <b>223. PITCHESS NOTIFICATIONS</b>			<b>DATE</b>  DEC 11, 2018
<b>COPIES/FILES BY</b> DEPT/SECTION  Chief of Police/ Internal Affairs Division	<b>COPY</b> DESIGNATION	<b>RETENTION PERIOD</b>		
		DEPARTMENT	REC. CENTER	DESTROY
		2 Y		2 Y

DESCRIPTION: (Purpose, Content, and Method of Filing)

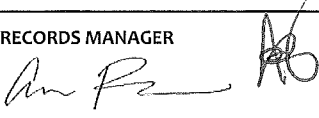


Purpose: This record title will establish a new Internal Affairs record titled "Pitchess Notifications."

Content: These documents are received and filed. The document is a memorandum from the city attorney's outside law firm titled "memorandum," that notifies Internal Affairs to appear in court for an in-camera hearing regarding an officer(s). This information is a confidential and privileged communication document. Legal citation is GC 34090.

Method of Filing: By employee name.

PREPARED BY: Monica Sabunas, Admin. Analyst

APPROVALS

RECORDS MANAGER 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 
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