THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

In accordance with Title 28, Chapter 1, Section 20, 21 (f) (3) (a) (III) of the Code of Federal Regulations, which states that procedures will be instituted "to protect any central repository of Criminal History Records Information from unauthorized access, theft, sabotage, fire, etc.", the following procedures are established:

B. Procedure

1. Access to the Criminal Records Room is restricted to authorized personnel only. When unattended, the room will always be locked.

2. Any Investigator, Supervisor or Officer, who needs to review a record, will go through one of the Records Clerks to obtain a copy or review a record.

3. Access to the Personnel Records Room is restricted to authorized personnel only. Personnel files may be reviewed by Supervisors, or the individual officer, IN the Personnel Records office. Only Command Staff may remove a file from the Personnel Records Office. Supervisors may review personnel files in the Conference Room only. Leave Slip files cannot leave the Payroll Office and must be reviewed in the office. These files must be signed out/in. The Payroll Clerk will maintain this Sign Out/In Sheet.

4. Copies of all Criminal Records will be signed for on the Dissemination Log, maintained by the Criminal Records Clerk.
5. Department personnel will report any violations immediately to the Administrative Manager or Chief of Public Safety.

6. The Dispatcher will maintain a computerized Criminal History Inquiry Log and documentation of such inquiries accomplished by this Department. All Criminal History inquiries will be forwarded to the Records Section for final disposition. The only exception includes inquiries accomplished on perspective employees. Inquiries conducted as part of a background investigation will be given directly to the investigator for inclusion in the report. Upon determination of employment status, all background reports will also be forwarded to the Personnel Records Section for inclusion in the individual’s record. All Criminal History reports used in a background investigation will be returned to Dispatch for final disposition.