

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**RECORDS UNIT RESTRICTION**  
**SUBJECT**

**DATE:** August 12, 2016

**NO:** H-01

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Records Unit Restriction  
Records Section, Access to  
Limited Access to Records

**I. POLICY**

The Records Section of the Technical Services Division is restricted to Technical Services Division personnel and Command Officers.

**II. PROCEDURE**

Records Section work area access is restricted to Technical Services Division Personnel and Command Officers.

1. Records Section personnel will assist with warrants, new citation books, copies of reports, etc.
2. Departmental personnel may enter the Records Section if clearance is obtained from:
  - a. Captain of Technical Services Division
  - b. Records Section Supervisor
  - c. Watch Commander
3. Request for information pertaining to records can be submitted at the side counter. Radio Channel five may also be used for requesting information.