

OFFICE OF OPERATIONS

OPERATIONS ORDER NO. 5

February 21, 2007

SUBJECT: NARCOTICS ENFORCEMENT DETAIL RECORD RETENTION -
REVISED

EFFECTIVE: IMMEDIATELY

PURPOSE: Primary control of Narcotics Enforcement Details (NED) was transferred from Narcotics Division (ND) to the geographic Areas effective Deployment Period (DP) 5, 2006. This Order designates the protocols and procedures for record retention and storage for all NEDs.

PROCEDURE: Currently, NED records are either kept at the Area, or sent to Narcotics Division. Narcotics Enforcement Detail records will now be kept by the Area Records Retention Coordinator. The Area Record Retention Coordinator shall be responsible for maintaining, cataloging and storing all NED records in accordance with Department Manual Section 5/050.08.

Note: Narcotics Enforcement Detail records generated after DP 5, 2006, shall be stored by the concerned Area. Records generated before DP 5, 2006, shall be stored by ND.

Should an Area NED officer require records from long-term storage, the ND Record Retention Coordinator shall forward a copy of the ND record transfer list. The Area Record Retention Coordinator can then efficiently coordinate and facilitate the officer's request, arrange delivery directly to the Area and deliver the requesting officer's records.

AUDIT RESPONSIBILITY: The Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

EARL C. PAYSINGER, Assistant Chief
Director, Office of Operations

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