

LAGRANGE POLICE DEPARTMENT RECORDS

Title 50 of the Official Code of Georgia Annotated defines the agencies under Chapter 14 of that code, that must respond to the general public in providing inspection and copying of records generated and maintained, relating to the daily operation of that agency. Records produced or retained by the LaGrange Police Department, as well as any government agency, are subject to public inspection, unless certain restrictions are placed upon certain information in these records, under this statute. The purpose of this fact sheet is not to list every record generated by the Department, but to list the most general records requested most frequently, and a brief description of what the requestor can expect upon request of such records. There are four main Divisions or Sections within the Department that contain the most frequently requested records: The Records Section; the Office of Administration; the Office of Professional Standards; and the Training Section.

The Records Section – this is the area in which all citizens make initial contact upon entering the Police Department. All records requests are made in this area and the requestor should always be referred to this area for any records maintained by the Police Department. This area contains central records that are generated either electronically or by hardcopy, by the officers and civilian positions within the Department. The records that can be accessed in this area include electronic incident and accident reports, dash camera videos, portable video files, personnel policies, arrest reports, and criminal history record information, to name a few. Such hardcopy records include, traffic citations, investigator case files, criminal trespass warnings, arrest warrants, monthly crimes statistical information, copies of information previously disseminated through the Open Records Act. On the Open Records Request form, such records fall under the category of ‘Incident reports’ or ‘Video/audio files’.

The Office of Administration – this office contains the personnel files of all Departmental employees. These files contain personnel evaluations, promotions, demotions, disciplinary actions, and all business relating to the employment of individuals since their hire date. This office also has access to electronic personnel files utilized within the Department. Any person requesting such files would select ‘Personnel files’ on the request form.

The Office of Professional Standards – this office contains pre-employment background investigations of applicants and employees; internal investigations of complaints against all personnel, response to aggression reports and reviews; police pursuit reports and reviews; results and reviews of Departmental audits relating to potential biased-based profiling situations. Any person requesting such files would select ‘Complaints on’ on the request form, followed by the employee’s name.

The Training Section – this section is a Division of the Patrol Division, which maintains, or has access to all employee training records, since their hire dates. Any person requesting such files would select ‘Training files’ on the request form, followed by the name of the employee.