

# City of Salinas Records Retention Schedule Police Department

## **Alarm Permits**

*Also Called:* Alarm Records  
*Function:* Documents all records relating to permits for burglar alarms to businesses and homes within the jurisdiction  
*Content:* Applications, permits, false alarm notifications, correspondence, and citations issues in connection with a false alarm.  
*Total Retention:* Current year + 2 years  
*Statutory Reference:* Govt Code 34090;AMC Article II, Chapter 22  
*Note:*

## **Asset Seizure**

*Also Called:*  
*Function:* Records relating to property seized by the police department and sold pursuant to statute  
*Content:* Logs, inventory, receipts  
*Total Retention:* 2 years  
*Statutory Reference:* Govt Code 34090  
*Note:*

## **Background Checks—Business Licenses**

*Also Called:*  
*Function:* Background checks conducted for owners and operators of certain businesses where a background check is required, such as bingo operators, massage technicians, commercial cannabis businesses, card rooms.  
*Content:* Reports, findings, and conclusions of background investigator  
*Total Retention:* 2 years after expiration of the permit  
*Statutory Reference:* Govt Code 34090, [Department preference, 2 years required by statute]  
*Note:*

## **Citations**

*Also Called:* Cites  
*Function:* Documents investigations and charges of infraction and misdemeanor crimes that occurred within the City  
*Content:* Misdemeanors, infractions, juvenile citations traffic violations, citing authority  
*Total Retention:* Closed + 2 years  
*Statutory Reference:* Govt Code 34090, 34090.5; H&S 11357(a)-(e), 11360(b), 11361(a); PC §802  
*Note:* Vehicle code citations forwarded to Court, parking tickets forward to court after agency processing.

# City of Salinas Records Retention Schedule

## Police Department

### **Crime Reports**

<i>Also Called:</i>	Police reports
<i>Function:</i>	Records documenting a police investigation of a crime, towed vehicles, missing persons, and collision reports.
<i>Content:</i>	Case files, fingerprint cards, photos, forensic records, booking sheets, recordings.
<i>Total Retention:</i>	Permanent: Specified misdemeanor and felony records (homicide, kidnapping, unsolved child or elder abuse, sexual assault, crimes subject to the death penalty, or crimes without a statute of limitations) Upon Court Order: Juvenile sealings (mandatory, generally 5 years post-order), factual innocence sealings (mandatory, generally 3 years post-order) 2 years: Marijuana arrests (within 2 years of conviction or within 2 years of arrest if no conviction), non-criminal occurrences In case of juvenile offenders, destruction mandatory when juvenile attains 18 years of age.
<i>Statutory Reference:</i>	Permanent: All other records at Department discretion Govt Code 34090, 34090.5; PC 799-805, 851.8; W&I 781(a)-(d), 826(a)-(b); H&S 11361.5; PC §851.8
<i>Note:</i>	Supplemental reports where there is no statute of limitations on prosecution must be retained permanently.

### **Department Policy Manual**

<i>Also Called:</i>	Lexipol
<i>Function:</i>	Records Departmental policy, standards, and protocol expected of Department employees
<i>Content:</i>	
<i>Total Retention:</i>	Superseded
<i>Statutory Reference:</i>	Department preference
<i>Note:</i>	

### **Background Investigation—Unsuccessful Employment Candidates**

<i>Also Called:</i>	
<i>Function:</i>	Background checks conducted for applicants for the Police department who were not successful in the employment process.
<i>Content:</i>	Reports, findings, and conclusions of background investigator
<i>Total Retention:</i>	2 years minimum
<i>Statutory Reference:</i>	Govt Code 34090, Department preference
<i>Note:</i>	

# City of Salinas Records Retention Schedule

## Police Department

### **Property Repair and Maintenance Records**

*Also Called:*  
*Function:* Documents repairs and maintenance of Police department equipment, supplies and gear.  
*Content:* Manuals, instructions, procedures, inventory, logs of equipment and assignment.  
*Total Retention:* Terminated +2 years  
Logs: Superseded + 2 years  
*Statutory Reference:* Govt Code 34090  
*Note:* Retention of vehicle maintenance logs under PW.

### **Internal Affairs Investigations**

*Also Called:* IA files  
*Function:* Investigations conducted by or on behalf of the Internal Affairs division of complaints or incidents of policy violations by Department personnel.  
*Content:* Complaints, reports, statements, findings  
*Total Retention:* Closed + 5 years  
*Statutory Reference:* PC 832.5, 801.5, 803(c); EC 1045(b)(1); GC 12946; VC 2547  
*Note:*

### **Law Enforcement Canine Records**

*Also Called:* k-9  
*Function:* Records of pertaining to canines used an official capacity by certified canine handlers.  
*Content:* Training, certification, veterinary records.  
*Total Retention:* Termination + 4 years  
*Statutory Reference:* FA 32003(e); PC 597.1(d)  
*Note:*

### **Fingerprints**

*Also Called:*  
*Function:* Tool in the identification of suspects and investigation.  
*Content:* Print  
*Total Retention:* Retention for criminal case is consistent with retention for associated crime report.  
Retention for employment applicant: Termination + 2 years  
*Statutory Reference:* Govt Code 34090  
*Note:*

# City of Salinas Records Retention Schedule

## Police Department

### **Licenses**

*Also Called:* Bingo license, Pawn broker license  
*Function:* Provides licensee ability to conduct business pursuant to license and other restrictions  
*Content:* Application, permit, supporting documentation  
*Total Retention:* Current year + 2 years  
*Statutory Reference:* GC 34090  
*Note:* Department to provide copies to DOJ, renewals issued annually by Department.

### **Logs**

*Also Called:*  
*Function:* Provides summary information regarding request received.  
*Content:* Names, completion, date.  
*Total Retention:* Current year + 2 year  
*Statutory Reference:* Govt Code 34090  
*Note:* Includes: juvenile logs, property control logs, rap sheet requests, subpoena logs.

### **Offender Registration**

*Also Called:*  
*Function:* Documents correspondence and contacts with registrants.  
*Content:* Supporting record for juvenile and adult offenders, photo.  
*Total Retention:* Juvenile offenders: 10 years, until an order is received sealing the record, or until offender turns 25 (whichever is first)  
Drug offenders: 5 years  
All others: Life of offender  
*Statutory Reference:* PC 290 et seq., 457; H&S 11590 et seq.; W&I 781; GC 34090, 34090.5.  
*Note:* Also forwarded to DOJ.

### **Pawn Slips**

*Also Called:* Certifications, certificates  
*Function:* Records relating to pawn shops and secondhand dealers indicating the descriptions of the articles and persons selling or consigning articles.  
*Content:* Pawn slips, correspondence, and reports.  
*Total Retention:* Current year + 3 years  
*Statutory Reference:* B&P 21628, 21633; Govt Code 34090  
*Note:*

# City of Salinas Records Retention Schedule

## Police Department

### **Ride Along Applications**

*Also Called:*

*Function:*

Applications from members of the public seeking to accompany Police department personnel during the course of their duties.

*Content:*

Application, related correspondence, and background information.

*Total Retention:*

Current year + 2 years

*Statutory Reference:*

Govt Code 34090

*Note:*

### **Property Records**

*Also Called:*

*Function:*

Records relating to property and evidence received and stored by the Police department.

*Content:*

May include property logs, recordings, evidence disposition forms, and general administrative records.

*Total Retention:*

5 years: Adjudicated records and completed cases

18 months: Recordings for non-adjudicated cases

2 years: administration records for non-adjudicated cases

*Statutory Reference:*

Govt Code 34090, 34090.5; PC 799-805.

*Note:*

Retention depends on disposition of case. All evidence held until matter adjudicated or otherwise completed.

### **Training Records**

*Also Called:*

Certifications, certificates

*Function:*

Provides summary information regarding training and education completed by Police department personnel.

*Content:*

Date of completion, course name, participant name

*Total Retention:*

Permanent: Bulletins

Current Year +2 years: Event files, Range schedules

Current year + 5 years: Range lesson plans

Termination + 5 years: Personnel training; FTO Records; Personnel Files

*Statutory Reference:*

Govt Code 34090

*Note:*

### **Radar Calibration Records**

*Also Called:*

*Function:*

Documents radar instruments and testing retained during City ownership.

*Content:*

Date, personnel assigned, test results.

*Total Retention:*

Termination of equipment + 2 years

# City of Salinas Records Retention Schedule

## Police Department

*Statutory Reference:* Govt Code 34090

*Note:*

### **Video Recordings**

*Also Called:* Body worn camera footage, BWC

*Function:*

Video of police activity, suspects, officers, and investigations.

*Content:*

*Total Retention:* 2 years

*Statutory Reference:* Govt Code 34090, Departmental preference.

*Note:* See also Lexipol Policy

### **Animal Adoption Records**

*Also Called:*

*Function:*

Provides information related to adoption of animals from the Salinas Animal Shelter

*Content:*

Application, agreements, receipts

*Total Retention:*

3 years

*Statutory Reference:* FA 32003(e), Penal Code 597.1(d), Govt Code 34090(d)

*Note:*

### **Animal Shelter Administrative Records**

*Also Called:*

*Function:*

Documents routine business at the Animal Shelter

*Content:*

Kennel cards, lost and found reports, owner surrender forms, Salinas PD property release forms

*Total Retention:*

2 years

*Statutory Reference:* Govt Code 34090(d)

*Note:*

### **Animal Shelter Enforcement Records**

*Also Called:*

*Function:*

Reports documenting efforts to enforce code relating to animals and Ch. 7 of the city code.

*Content:*

Notices, citation, warning letters, barking dog letters, animal bite reports, impound notices, investigation reports.

*Total Retention:*

3 years

*Statutory Reference:* CCP 336(a), 337, FA 32003(e), PC 597.1(d), Govt Code 34090

*Note:*

### **Tobacco Retail Licensing**

*Also Called:*

TRL

# City of Salinas Records Retention Schedule Police Department

*Function:* Records associated with enforcement efforts of Ch. 16, Art. XIA,  
Tobacco Retail License.

*Content:* Application, license, correspondence, citations, reports.

*Total Retention:* 2 years

*Statutory Reference:* Govt Code 34090

*Note:*