
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.17.13	
Subject:		Distribution:
Daily Bulletins		All Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	Directive: 07-36
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to ensure that all personnel are familiar with events occurring since their last tour of duty.

PROCEDURE

A. Distribution

1. The Daily Bulletin will be generated on a daily basis covering a 24-hour period. It will be sent electronically through the e-mail system. One hard copy will be posted at the Report Review area.
2. On a daily basis, Monday to Friday, the on-duty Report Review Officer and/or the Records Management Applications Specialist will do the following:
 - a. E-mail the bulletin to "Police Shift Report Dist List." The list includes the following; Police Administration Distribution List, Investigations Unit Distribution List, all Patrol Platoons, Special Operations Unit Supervisor, Crime Prevention Unit, Training Unit, Traffic Safety Unit Supervisor, Report Review and Staff, Inspections Unit Supervisor & Township Insurance Office.
 - b. Save the daily bulletin in the Daily Bulletin folder in the P-Drive.
3. Supervisory personnel will:
 - a. Review noteworthy items from the daily bulletin and the shift report with their subordinates.
 - b. The Day work Supervisor shall print one copy of the daily bulletin and place it on the appropriate clipboard for review by Patrol personnel.

- c. Report through the Chain of Command any and all problems associated with this process and procedure.

B. Public Access and Retention

1. The Municipal Records Act, Title 53 of January 18, 1968 (P.L. 961, No.428) Chapter Eight defines daily bulletins/blotters/logs as “public records”.
2. As a public record, the daily bulletin is open for public review at the police department.
3. Any member of the public requesting review of the daily bulletin shall be instructed to do so during normal business hours, Monday through Friday. The report review officer on duty or a designee of the Auxiliary Services Commander shall assist any public request.
4. A copy of the daily blotter will be posted to the Township’s web site by assigned Auxiliary Services clerk.
5. The retention period for the daily bulletin shall be two (2) years. The Auxiliary Services Unit Commander is responsible for maintenance and control of these records.
6. It should be understood that the reproduction of any material other than that officially required in the performance of Township-related business is strictly prohibited, without the express permission of the Superintendent or his designee.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.