

WINONA POLICE DEPARTMENT

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EFFECTIVE DATE: July 27, 2004

SUBJECT: VICTIM/WITNESS DATA CLASSIFICATION EVALUATION FORM

1.0 PURPOSE:

The purpose of this general order is to establish policy and procedures for the use of the Data Classification Evaluation form by Shift and Bureau Commanders of this department.

2.0 POLICY:

It is the policy of this department that the Evaluation of a Victim or Witness Data Privacy Request form shall be the responsibility of the Shift Supervisor or Bureau Commander.

3.0 PROCEDURE:

3.1 The evaluation will be conducted by completing a copy of the Victim/Witness Data Classification Evaluation form, a copy of which is an appendix item to this general order. No evaluation shall be completed without the signed Data Privacy Advisory and Request form and all copies of the CFS pertaining to the case.

3.2 The decision to classify the information as Private shall be based on the total points awarded by the evaluating officer. The categories are recorded on the form.

3.3 In Categories A, B, C, and D, either 25 points or 0 points are recorded based on the yes or no answer to the particular question. Only in Category E can the officer assign a discretionary number of points for additional information from 25-50. Use of E must clearly identify the unusual facts used.

3.4 The Chief or Deputy Chief of Police shall be the only persons authorized to overrule the decision of the evaluating officer.

3.5 Upon completion of the evaluation form, that form, the request form, and all copies of the CFS will be attached and sent through normal channels. The request and evaluation forms will remain with the original case file.

3.6 Once a case has been classified Private, no information shall be released which may lead to the identity or residence of the victim/witness.