

EAST RANGE POLICE DEPARTMENT

SUSPENSE RECORD RESOLUTION

POLICY
106

REV 03/10/2025

PURPOSE

The intent of this policy is to allow the East Range Police Departments TAC or Assistant TAC (Terminal Agency Coordinator(s)) to resolve arrest/citation records that remain in "Suspense" from the previous agency known as Hoyt Lakes Police Department Est 1955-2014 and policy guidelines shall remain in use for any current and future suspense resolutions in regards to East Range Police Department arrest/citation records.

DEFINITIONS:

Suspense Record - A record that means a court disposition cannot be linked to a subject's criminal history.

PROCEDURE:

Records may be cleared out by including but not limited to obtaining fingerprints, correcting data entry, requesting data entry changes, death of subject or deferment.

QUALIFICATIONS FOR DEFERMENT:

Records eligible for deferment may include records that are 10 or more years old, not including gross misdemeanor or felony level crimes per MS 299C.12 and subject has no substantial criminal history within the past 5 years.

Reasonableness to obtain prints from subject.

Destruction of materials relating to records resolution (reports, court documents, hard drives, etc.) prior to establishment of the East Range Police Department Jan 1, 2015.

REFERENCES AND REVISIONS:

A. REFERENCES

- a. ERPD ORIGINAL POLICY

B. REVISIONS

- a. 12/13/2021 - initial policy – ERPSB approval date
- b. 03/10/2025 – ERPSB Approval Date