

**RESOLUTION NO. 2014-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS RETAINED BY THE  
POLICE DEPARTMENT**

**WHEREAS**, on July 24, 2013 and September 11, 2013, the City Council approved Resolution No's 2013-130 and 2013-171 respectively, establishing a policy for the retention of records maintained by the Police Department; and


**WHEREAS**, certain Police Department records have become eligible for retention review and were audited by the Police Department; and

**WHEREAS**, certain Police Department records, as indicated on the attached Exhibit A, have been reviewed and determined to hold no administrative or historical value; and

**WHEREAS**, the Chief of Police and the City Attorney have filed written consent to the destruction of the records listed in Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby authorizes: 1) the destruction of records heretofore identified as no longer required; and 2) the destruction of those records herby authorized by the Chief of Police and City Attorney having given written consent to the destruction of those records inventoried in Exhibit A.


**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 26<sup>th</sup> day of February 2014.

  
\_\_\_\_\_  
GARY DAVIS, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
\_\_\_\_\_  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:

  
\_\_\_\_\_  
JONATHAN P. HOBBS,  
CITY ATTORNEY

## **EXHIBIT A**

### **CY 2000-2012 List of Records for Destruction**

#### **City of Elk Grove, Police Department**

Request to destroy, the following lists of records pursuant to City of Elk Grove Resolution Numbers 2013-130 and 2013-171:

Crime Prevention (CP)- Car Seat Installation Forms: 2006- 2011  
CP – Alcohol Renewal State License and Notices: 2006 - 2011  
CP – ABC One Day Permits: 2000 - 2011  
CP – Watch Captain Lists: 2000 – 2011  
CP – Event Operations, Schedules, Planning correspondence: 2000 – 2011  
CP – CP Through Environmental Design: 2000 - 2011

Dispatch Activity Report: 2010  
Dispatch & 911 Statistical Reports : 2006-2009  
Dispatch Equipment Report Forms : 2006-2010  
Dispatch Schedule and Vacation Shift Bids: 2006-2010  
Dispatch Sit Along Applications: 2007-2010

Fleet DMV Confidential License Plate Records: 2007-2010  
Fleet Equipment Control Sign out Log: 2008-2011  
Fleet Portable Commercial Truck Scale Calibrations: 2008-2011  
Fleet Radar & Lidar Calibrations: 2008-2011  
Fleet Vehicle Repair History (sold vehicles): 2006-2008

Professional Standards Unit (PSU) Formal Citizen Complaints: 2006-2008  
PSU Administrative Investigations - Closed, no litigation, internally generated: 2006-2011  
PSU Vendor Livescan (DOJ) Returns: 2006-2010  
PSU Use of Force Review Board: 2006-2008  
PSU Potential Employee Backgrounds (not-hired): 2006-2008  
PSU Training & Certification-CLETS Tests/prior employees: 2006-2010

Property/Evidence (P/E) Chain of Custody: 2008-2009  
P/E Accounting & Cash Reconciliation: 6/2006-2012  
P/E Warehouse Access Logs: 6/2006-2008  
P/E Money & Narcotic Safe Log: 6/2006-07/2009  
P/E Auction Manifest: 12/07-11/12  
P/E Emergency Eyewash Maintenance Logs: 6/2006-5/2010  
P/E Preliminary Alcohol Screening Device Usage/Maintenance/Memory Log: 10/01-12/08

Records – Traffic Collision/Injury and Non-Injury Reports: 2001-2005  
Records – Adult Record Sealing: 2006-1010  
Records – Juvenile Record Sealing: 2006-2008  
Records – Parking Citations: 2002-2011

Records – Pawn Slips: 2007-2010

Records – Requests for Reports & Computer Aided Dispatch Calls: 2006-2011

Records - Subpoena Duces Tecum: 2006-2011

Records – Tow Hearing Appointment Log: 2006-2011

I certify that I have reviewed the above records and authorize their destruction.

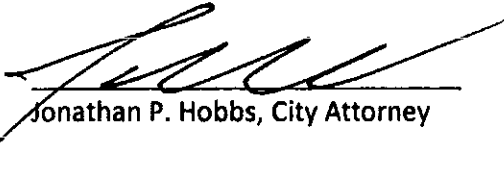


Robert Lehner, Chief of Police

2.6.2014

Date

APPROVED FOR DESTRUCTION



Jonathan P. Hobbs, City Attorney

2/7/14

Date

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2014-48**

STATE OF CALIFORNIA        )  
COUNTY OF SACRAMENTO    )        ss  
CITY OF ELK GROVE         )

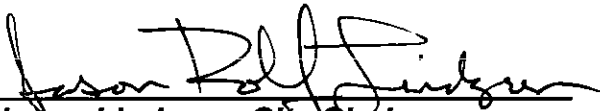
*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on February 26, 2014 by the following vote:*

**AYES :**        **COUNCILMEMBERS:**        *Davis, Cooper, Hume, Trigg*

**NOES:**        **COUNCILMEMBERS:**        *None*

**ABSTAIN :**    **COUNCILMEMBERS:**        *None*

**ABSENT:**     **COUNCILMEMBERS:**        *Detrick*

  
\_\_\_\_\_  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**