

STANDARD OPERATING PROCEDURE



Title

Expurgation Process

Series / Number

SOP-ECD-01-02

Issue Date

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DISTRICT OF COLUMBIA

1. PURPOSE:

The Metropolitan Police Department receives court orders stating that the arrest/conviction records of certain individuals, who have been arrested by members of the department, have been set aside, sealed or expunged. As a result of the court orders, all records on file at the Metropolitan Police Department relating to the arrest of the affected individual must be forwarded to the United States Attorney and any computerized information must be erased. These procedures have been developed to ensure compliance with all court orders of this nature.

2. SCOPE:

This policy applies to the expurgation process as it relates to Evidence Control Unit records. Due to the time sensitive nature of this process (all computerized data must be deleted within 2 weeks of receipt of the court order and all records must be forwarded to the United States Attorneys Office within 4 weeks of receipt of the court order) Evidence Control personnel shall ensure that the expurgation process is completed within the allotted time.

3. PROCEDURES:

- A. Upon receipt of a *Notification To Destroy Copies Of Records* from the Records Department, the name of the affected individual will be entered into the Expunged Database.
- B. AEGIS will then be queried to ascertain if there is any property related to the case.
 1. In cases where related property has been identified, the Property Control Number (PCN) shall also be entered into the Expunged Database. A list of PCN's will then be printed and forwarded to the Compliance Unit Supervisor and Property Control Branch for processing.

2. In cases where there is no AEGIS record relating to the case, a memorandum stating this finding will be forwarded to the Records Department.
- C. Upon receiving the list of affected PCN's, Property Control Branch personnel will retrieve the original P.D. 81 and locate any property associated with the case. The P.D. 81 shall be forwarded to the Manager of the Evidence Control Unit.
- D. The Evidence Control Manager will review the P.D. 81 and redact all identifying information. A copy of the redacted P.D. 81, along with any other related paper work, will then be forwarded to the Records Department. The original, redacted P.D. 81 will be returned to the Property Control Branch to be re-filed.
- E. The Compliance Unit Supervisor will be responsible for deleting the names of all affected individuals from AEGIS and the Expunged Database.
- F. Within 3 business days of receiving the PCN list, Property Control Branch personnel will send a letter to the owner listed on the P.D. 81 advising that the property can be released. They shall monitor the status of the property release letters. Any property associated with a release letter that has not been responded to within 15 days of mailing, will be disposed of in accordance with departmental and legal regulations.



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Captain/Manager