

HEADQUARTERS MEMORANDUM 04-10

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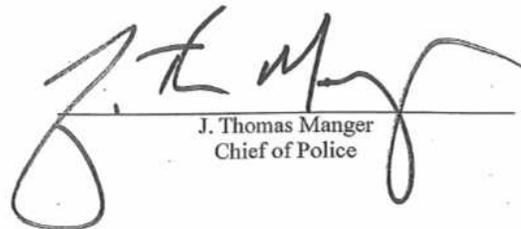
Date: 06-15-04

Subject: Zyimage Imaging System

The new Zyimage imaging system has been implemented department wide. This system allows authorized users to view and print all department reports. All written reports are the property of the Montgomery County Police Department. The Director, Records Division, is responsible for maintaining custody and ensuring the integrity and security of these records.

Records Division staff has been trained regarding the laws that govern the release of department records. Strict adherence to these laws decreases the department's risk of liability. **With the exception of accident reports, NO REPORTS should be disseminated by any employee other than the Records Division staff.** Please refer all questions and requests for copies of reports to the Records Division at 240-773-5330.

Zyimage can be found through the county network's Internet browser at <http://mcg-image01/police-cr> or <http://mcg-image01/police-id> or on the Intranet. The user's manual is located on the Intranet. Access and a password are required. Contact Technology Division if there are any problems accessing this system. Also, district PDSAs and PSAs have been trained on the system and can help with any problems.



J. Thomas Manger
Chief of Police

JTM:ksp