



DEPARTMENT OF THE ARMY
HEADQUARTERS, 10TH MOUNTAIN DIVISION (LIGHT INFANTRY) AND FORT DRUM
FORT DRUM, NEW YORK 13602-5000

AFDR-CG

12 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 21-22, Blotter Distribution

1. Reference: Army Regulation 190-45, Law Enforcement Reporting, 27 September 2016.
2. Supersession. This policy supersedes and replaces Installation Policy Memorandum 19-22, Blotter Distribution, 23 January 2020.
3. Purpose: Directs proper information handling pertaining to blotter offenses.
4. Applicability: Applicable to all military, Civilian and contract personnel on Fort Drum.
5. The following will be utilized to protect sensitive blotter information:
 - a. Protected identity will be used to protect the identity of individuals when sensitive law enforcement matters exist, such as cases with a juvenile subject or victim or behavioral transport incidents, and includes parents, guardians, or sponsors.
 - b. Restricted entries will be used to control sensitive information for cases involving death and sex-related offenses and the words "Restricted Entry" will replace the blotter entry. DES may use restricted entries for ongoing police investigations.
6. The blotter distribution will be disseminated to and in the following manner.
 - a. Executive Blotter - contains unrestricted entries, therefore, distribution is restricted to the Senior Commander, Deputy Commanding Generals, Division Command Sergeant Major, Garrison Commander, Deputy to the Garrison Commander, Garrison Command Sergeant Major, Division Chief of Staff and Provost Marshal, Staff Judge Advocate, Special Agent In-Charge - Command Investigation Division, Director of Health Services, Counter Intelligence Division, Public Affairs Officer, Garrison Executive Officer and the Information Security Manager/Officer.
 - b. Redacted Blotter – contains unrestricted entries relevant to a specific unit or agency, therefore, distribution will be sent to the relevant Brigade and Battalion Commander, their Command Sergeants Major, judge advocate, paralegal, provost marshal and security managers or relevant Installation level Director.

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c. Extracts – may contain specific special or unrestricted entries which supports functional agencies who require law enforcement data by regulation, therefore, distribution will be to the proponent agency, such as Safety, Family Advocacy Program, Installation Anti-Terrorism Officer, Army Substance Abuse Program, or Sexual Harassment and Assault Response Program, Mountain Community Homes and Public Works.

7. The point of contact for this policy is the Deputy Director of Emergency Services at (315) 772- 5721.



MILFORD H. BEAGLE, JR.
Major General, USA
Commanding

DISTRIBUTION: A