

## Records Section

### 802.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the North Ogden Police Department Records Section. The policy addresses department file access and internal requests for case reports.

#### 802.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically within the Records Section by Records Section personnel.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 09-00001 would be the first new case beginning January 1, 2009.

### 802.2 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Section accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Shift Supervisor.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

#### 802.2.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Manager. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports may be viewed or copied in the Records Section. The original case reports shall not be removed from the Records Section.

### 802.3 NCIC ENTRIES AND VALIDATIONS

The purpose of this policy is to outline the basic procedures for NCIC entering and for the validating of these entries.

#### 802.3.1 POLICY

It shall be the policy of the North Ogden Police to make accurate entries and validations into NCIC, and maintain them as required by BCI.

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#### 802.3.2 PROCEDURE

- A. The agency will assign an employee to be the person responsible for entering persons and/or items into NCIC. The employee will be trained by BCI on how to make these entries.
- B. When the designated employee is on duty, the officer who needs an NCIC entry made will fill out the NCIC Entry Form and give it to the employee for him/her to put into the system.
- C. When the responsible employee is not on duty, the officer will fax the form to Dispatch for entry. Dispatch will then fax back a copy of the entry form showing who entered it, who did the second party check, and the results of the entry. The employee will check for accuracy and completeness of the entry when he/she returns to work.
- D. When a NCIC entry needs to be cleared, the same procedure as given in B and C will be followed.

#### **VALIDATIONS**

- A. The employee or designee responsible for NCIC entries will also be responsible for doing the monthly validations as instructed by BCI.
- B. Every month, BCI sends notification that the validations they list are ready. Each entry listed will be checked to see if the person or item is still missing and if the entry is still active or not. Attempts will be made to talk to the victim or complainant to verify this information, as well as checking with the detective assigned to the case.
- C. If the entry is still active and needs to remain in the system, the VLN field will be filled with the name of the person doing the validating. If the entry is no longer active or valid, the entry will be cleared from the system.
- D. A copy of the form and the entries that were validated will be kept on file.

#### **802.4 POLICY**

It is the policy of the North Ogden Police Department to maintain department records securely, professionally, and efficiently.

#### **802.5 RESPONSIBILITIES**

##### 802.5.1 RECORDSHEAD

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager. The Records Manager shall be directly responsible to the Administration Division Commander or the authorized designee.

The responsibilities of the Records Manager include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Records Section.
- (b) Scheduling and maintaining Records Section time records.

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- (c) Supervising, training, and evaluating Records Section staff.
- (d) Maintaining and updating a Records Section procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
  - 1. Homicides
  - 2. Cases involving department members or public officials
  - 3. Any case where restricted access is prudent

#### 802.5.2 RECORDSBUREAU

The responsibilities of the Records Section include but are not limited to:

- (a) Maintaining a records management system for case reports.
  - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
  - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics. This includes but is not limited to:
  - 1. Crime reporting and use of force data to the Bureau of Criminal Identification (BCI) (Utah Code 53-10-205).
  - 2. Cold case reporting to the Criminal Investigations and Technical Services Division (Utah Code 53-10-115; UAC R722-920-1 et seq.).
  - 3. Annual reporting to the State Commission on Criminal and Juvenile Justice regarding:
    - (a) Reverse-location warrants as required by Utah Code 53-23-101.
    - (b) Genetic genealogy database usage as required by Utah Code 53-26-101.
    - (c) Number of sexual assault offenses as required by Utah Code 53-24-102. The information in this report shall also be publicly posted on the department website.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.

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- (g) Providing an annual report to BCI regarding firearm-related information as required by Utah Code 76-10-526.
- (h) Receiving, maintaining, and removing voluntary restrictions on firearm purchase and possession in accordance with Utah Code 53-5c-301. This includes required notifications to the BCI (Utah Code 53-5c-301).
- (i) Entering and maintaining information in the records management system for individuals who qualify and choose to participate in the invisible condition alert program in a way that ensures it is readily available to dispatchers when necessary (Utah Code 53-3-207; Utah Code 53-27-102).

### **802.6 CONFIDENTIALITY**

Records Section staff has access to information that may be confidential or sensitive in nature. [Records Section staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.