

COOLIDGE POLICE DEPARTMENT		
	CHAPTER 82 CENTRAL RECORDS CALEA Standard(s):	General Orders
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82.1 General

A. The Records Section is responsible for the maintenance of all completed original Department Reports (DR) and other departmental records, including all juvenile records. The records are kept in accordance with national and state requirements for privacy and security in criminal history records information. In accordance with those requirements, access to the records room or electronic storage where the records are kept is limited and tracked. After normal business hours, sworn supervisors have access to the room/system for operational needs. Most records are kept online where various security features limit access. The records are subject to release in accordance with the Arizona Public Records Act. Records are maintained as required in the established records retention and destruction schedules.

B. The Records Section is responsible for collecting and submitting required information about crime data to the Arizona Department of Public Safety (DPS) and Federal Bureau of Investigation (FBI) as part of the Uniform Crime Reporting System (UCR) or National Incident Based Reporting System (NIBRS).

C. The Records Section operates in accordance with the Records Section Procedures Manual, which shall be maintained and kept up to date by the employee in charge of the records section.

1. This shall include a traffic record system containing traffic accident data and traffic enforcement data.

D. Each call for service that results in a DR, traffic collision report or miscellaneous report is assigned a unique report number that corresponds to the call number. The number format is the same for all types of reports. The first four digits are the year, followed numbers issued in a sequential order starting with 1

at the beginning of each new year (ie: 2013-1, 2013-2, etc.). All reports related to this incident shall reflect the report number. The original reports are indexed into the records management system according to procedures established in the Section Manual.

E. Security for the records management system includes:

1. data back-up; The CPD's RMS system serves as an electronic filing system and back ups are held on the servers.
2. storage; Hard copies of each case are held in the Records office. Cases older than 20 years are held in the Records Storage closet.
3. access security; Only Records Personnel, Security Administrator , and Command have access to the Records Office through magnetic card access control.
4. annual password audits.

F. Reports, including arrest and identification records, involving juveniles shall be maintained within the Department's files, but shall be noted by the RMS system as a Juvenile jacket. Arrest jackets for juvenile subjects are color coded with green or purple file folders. Adults are blue for males and red for females. State statutory law does not provide any special confidentiality for juvenile records nor does it provide for the destruction of juvenile records upon the juvenile reaching the age of 18 in the absence of a court order.

G. Court ordered expungements will be complied with by deleting the court ordered expungement information from the records management system, including redacting court ordered expungement information from cases.

82.2 Release of Police Reports and other Records

A. Requests from all persons for copies of police reports and other departmental records shall be directed to the Records section. Copies of records will be released pursuant to this policy and will be routinely made available, as required by State law:

1. pursuant to requests under the Public Records Act,
2. to insurance companies and financial institutions for purposes of property damage/loss,
3. in cases such as burglaries, larcenies, arson and criminal damage,

4. to accident and crime victims and their attorneys,
5. to defendants in criminal cases and their attorneys,
6. to prosecutors,
7. to officers who have authored the report, who are involved in follow-up investigations or demonstrate other legitimate need for the report,
8. in response to court orders and properly issued subpoenas.

B. Employees must guard against the inadvertent release of police reports and other documents containing sensitive, confidential or private information. When no longer needed by an employee, copies of these documents (not including the original) shall be discarded by shredding or other appropriate method.

82.3 Public Records Requests

A. The Arizona Public Records Act, A.R.S. Title 39, Chapter 1, promotes prompt public access to government records in order to ensure government accountability. Public records include most records kept in the ordinary course of business, and may include written documents (police reports, accident reports, etc.) as well as audio and video recordings, photographs and computer records, and similar material.

B. This sub-section, G.O.82.3, addresses only records requested for a non-commercial purpose under Arizona's Public Records law and does not concern information requested for a commercial purpose, pursuant to a lawfully issued subpoena, court order or other legal process, or to records routinely released to other criminal justice agencies, including prosecutorial agencies. Requests for records created by another agency, copies of which may appear in the department's files, should be referred to that agency for response.

C. Public records requests must reasonably identify a record that exists or is being produced with enough specificity to allow the department to identify the record with a reasonable amount of effort. The department is not required to create a record in order to comply with a public records request.

D. The department may request, but not require, that the public records request be provided in writing and may request the reason for the request. While the law weighs heavily in favor of releasing public records, it also requires balancing the confidentiality, privacy and best interests of the government. Obtaining the reason for the request assists in balancing these interests.

E. Employees will redact (remove) from a public record prior to its release any information that falls into one of the following categories:

1. Certain Victim Information. Under A.R.S. §13-4434, the following information shall be removed from all publicly accessible records (other than from certain traffic accident reports as provided in A.R.S. §28-667 and other than records that are transmitted between law enforcement and prosecution agencies or the court) related to a criminal case involving a victim, unless the victim consents in writing to its release or the court orders disclosure:
 - a. The victim's name, if the victim is a juvenile and the juvenile's name is not specifically protected by statute, the first name and first initial of the last name of the juvenile should not be redacted (Ex. Eric E)
 - b. Date of birth
 - c. Social security number
 - d. State or government issued driver license or identification number
 - e. Address, if not specifically protected by statute, redact the address numbers and leave the street name, city, state, and zip code.
 - f. Telephone number
 - g. Email address
 - h. Place of employment

2. Certain Witness Information. Under A.R.S. §39-123.01, the following information regarding a witness to a crime contained in a record created by or received by a law enforcement or prosecution agency may not be released unless the witness consents in writing to the disclosure or the court orders disclosure:
 - a. Witness's address, unless the address is the location where the crime occurred
 - b. Date of birth
 - c. Social security number
 - d. Telephone number
 - e. Home address
 - f. Email address
 - g. State or government issued driver license or identification number.

3. Confidential Information. This includes information considered confidential for legal reasons, including but not limited to:

- a. Information contained in search warrants and court orders for identification before these documents are returned to the court;
 - b. Information from search warrants and court orders for identification that are sealed by the court;
 - c. Identification of confidential information sources;
 - d. Identification of undercover officers and investigative techniques;
 - e. Disclosure of information that would tend to identify confidential informants or undercover persons, or operations these persons are involved in, or undercover operations;
 - f. Addresses and other personal identifying information regarding police officers (other than their names) when the officer is a victim or witness;
 - g. Information that cannot be released due to statutory prohibitions such as wiretap investigations, grand jury testimony, consumer fraud, or information that a court has ordered sealed, purged, or otherwise restricted. Department legal counsel should be contacted to determine the legality of release of any of these documents;
 - h. Private information. This includes information that a person has a significant privacy interest in protecting from public dissemination, including but not limited to information that by its very nature is so gross, demeaning, biased, or sensitive that it would do irreparable harm to innocent persons or their character if released. Department legal counsel should be contacted to determine the legality of such a release.
4. Information that is not in the best interest of the State to release. This includes information that would cause specific, material harm to an on-going investigation or to the agency's mission if released, including but not limited to:
- a. Legitimate need on the part of government not to release certain information. This must be more than a desire not to release the information; there must be the potential for specific, material harm to the investigation;
 - b. Information known only by suspect(s);
 - c. Specific details as to how the crime was committed;

- d. Information that would tend to hinder, jeopardize, or delay an investigation;
- e. Identities of suspect's friends, habits, or other information that, if known, would tend to hinder the gathering of evidence or information;
- f. Names of witnesses and information that would tend to identify them, if it can be shown that harm may come to them or if the release would keep others from coming forward. If witnesses have testified or have otherwise made public the fact they are witnesses, there may be no legitimate basis for withholding the information;
- g. Investigator's opinions and/or speculation (prior to a determination of guilt or innocence by a court);
- h. Erroneous information that would result in specific, material harm to an investigation.

Note: many items in this category may be redacted during the initial stages of an investigation but may no longer be redacted once revealed in open court or otherwise made public.

F. The refusal to release or the excessive redacting of a public record may result in the filing of a lawsuit against the Department. If the court determines that the refusal to release the record was unreasonable, the court may order the information to be released and may award costs and attorney's fees to the party seeking the record. Generally, the Department should redact and release public records, rather than refuse to release the record in its entirety.

82.4 Internal Records Requests

A. Employees requesting information by telephone shall identify themselves by name and identification number and, when possible, provide a phone number for call back verification.

B. Employees requesting records for a non-official purpose shall make a public records request and pay the appropriate fee. These records shall be redacted as provided in the public record policy.

82.5 Sealed and Expunged Records

Court orders expunging or sealing police records shall be forwarded to the Records Section for implementation. Paper records, if any, shall be sealed and shall remain sealed until purged as required by Department policy or until opened by court order. Specific sealed information contained in the Department's

controlled automated electronic systems shall be segregated into a confidential, restricted file and marked as sealed or expunged with reference to the court order, which shall be maintained. This confidential file may be accessed only by Records personnel and the information contained in the file may be released only when lawfully permitted (court order or specific statutory authority).

82.6 Criminal Information Systems

A. The Arizona Criminal Justice Information System (ACJIS) system is a series of databases maintained by the Department of Public Safety (DPS) for the use of specific law enforcement and criminal justice personnel. The information in the database may be accessed only for law enforcement purposes and may be shared only with other law enforcement personnel, and only for law enforcement purposes. To directly access the database, an employee must first be certified as a Terminal Operator by DPS.

B. Information from ACJIS shall not be disseminated to any person not authorized to receive the information, including employees or the public.

82.7 Disposal of Media

A. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of in accordance with measures established by City of Coolidge. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:

1. Shredding using City of Coolidge issued shredders.

B. Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) shall be disposed of by one of the City of Coolidge's methods:

1. Degaussing- a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electronic degausses. Note that common magnets are fairly weak and cannot effectively degauss magnetic media.

2. Destruction- a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.

C. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the City of Coolidge's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

82.8 NIBRS Procedures

The Coolidge Records Department assists in reporting this agency's collected crime data to the FBI UCR Program through the Tyler New World RMS IBRS reporting feature in accordance with the UCR-2021 NIBRS User Manual. This feature ensures CPD's compliance with the classification/scoring of offenses when and where they occur. The CPD Records department has configured all statutes/crime codes in accordance with requirement of the UCR-2019.2.1 NIBRS Technical Specifications Manuel, Appendix A: Offense Codes A.1 Group A, A.2 Group B Offenses, Appendix E: Mandatories section.

The NIBRS coding and quality control process is done through the Tyler New World RMS system "Scoring NIBRS cases".

The CPD Officers work through a workflow procedure designed in the field reporting in Enterprise Mobile to gather NIBRS case data for the records system. The Records staff review and audit reports in Enterprise Mobile merge for distinct elements for NIBRS submission on each case report to ensure the case meets the NIBRS requirements.

Through the Enterprise Mobile Merge and the Tyler New World RMS software, the Records staff follow the training process to merge case reports and review and correct IBR errors to prepare data for submission.

A. Merging Cases

Through the Enterprise Mobile Merge, Records staff ensure required information is included in the report by the Officer to avoid IBR errors.

Records staff determine the Crime Code for the case and ensure the Officer has included the information needed for that Crime Code. If the case is missing information needed, Records staff reject the case back to the Officer.

B. IBR Check

Through Tyler New World RMS IBRS, once a case is merged, the case will need to be cleared by completing all necessary fields. Records staff will ensure all errors are corrected. Records staff will continue to do an IBR checks on each case until all errors are cleared.

C. IBR Report

At least once each month Records Supervisor will build IBR Reports in Tyler New World LERMS and review and correct any errors. If there are issues in correcting any errors, Records Supervisor will clear all additional errors. Once all errors are at zero, Records Supervisor will prepare to submit the monthly data to AZ DPS Crime Insight System.

D. Submitting IBR Data

Each month the Records Supervisor will submit IBR Data through Tyler New World LERMS to be sent to AZ DPS Crime Insight System. IBR report will be submitted to DPS no later than the 15th of each month. All error rate will be no greater than 4%.

E. Prior Month Adjustments

Records staff will process Prior Month Adjustments through Tyler New World LERMS as needed. The use of the Prior Month Adjustment is to make adjustments to IBR reports that have already been submitted as well, those cases which need to be submitted that were merged and processed after a monthly submission.