

Records Division Procedures

803.1 PURPOSE AND SCOPE

The Records Manager shall keep the Department Records Division procedures continuously updated to reflect the procedures being followed within the Records Division. Policies and procedures that apply to all employees of this department are contained in this chapter.

803.1.1 NUMERICAL FILING SYSTEM

Case reports are filed numerically by Records Division 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 18-00001 would be the first new case beginning January 1, 2018.

803.2 RECORDS DIVISION RESPONSIBILITIES

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

- (a) Maintaining a records management system for case reports.
 - (a) 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.
- (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.
- (g) Establishing a process for the entry of extreme risk protection orders into appropriate databases, notice to courts, and removal of orders from databases, as applicable (CSR § 13-14.5-110).
- (h) Establishing a process for the filing of the following with the court after service of a risk protection order, as applicable (CSR § 13-14.5-108):
 1. The original receipt of surrendered items within 72 hours of service of the order. A copy of the receipt shall also be properly maintained by this department.
 2. In cases where no firearms were taken into custody, a statement notifying the court of the same.
 - (a) A copy of the receipt shall also be properly maintained by the Department.

Colorado State University Police Department

Policy Manual

Records Division Procedures

- (i) Providing notice to the Crime Lab upon the termination or nonrenewal of an extreme risk protection order (CSR § 13-14.5-107)

803.3 PRIVACY POLICY

The Records Manager shall apply, and assist in the development and maintenance of, the organization's policy standardizing the collection, storage, transfer and use of personally identifiable information pursuant to CRS § 24-72-502. Minimally, the policy shall include:

- (a) A declaration supporting the protection of individual privacy.
- (b) Standards which minimize the collection of personally identifiable information to the least amount of information required to complete a particular transaction.
- (c) The applicability of the Colorado Criminal Justice Records Act.
- (d) A method for feedback from the public on compliance with the privacy policy.
- (e) Notation that the policy applies to the collection of all personally identifiable information, regardless of the source or medium.

The privacy policy shall be published on the organization's website.

803.4 FILE ACCESS

All reports including, but not limited to, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the Records Division, accessible only to authorized Records Division personnel. Access to report files after hours or when records personnel are otherwise not available may be obtained through the Shift Supervisor.

803.4.1 REQUESTING ORIGINAL REPORTS

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

All original reports to be removed from the Records Division shall be photocopied and the photocopy retained in the report file location of the original report until the original is returned to the Records Division. The photocopied report shall be shredded upon return of the original report to the file.

803.5 RECORDS MANAGER TRAINING

The Records Manager shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

Colorado State University Police Department

Policy Manual

Records Division Procedures

803.6 REPORTING

The Records Manager shall ensure that data required to be collected by CRS § 24-33.5-412, including offense and arrest information separated by summons, custody and on-view, is submitted to the Colorado Division of Criminal Justice for each calendar year by March 31 of the following year (CRS § 24-33.5-518).