

Records Bureau

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions and duties of personnel assigned to the Sahuarita Police Department (SPD) Records Bureau. The Records Bureau is responsible and accountable for the central records keeping function of the SPD.

803.2 POLICY

It is the policy of the SPD to effectively, securely, professionally and efficiently manage and maintain SPD records as required by law, SPD and Town policy.

803.3 POLICE RECORDS SUPERVISOR RESPONSIBILITIES

- A. The Chief of Police shall appoint and delegate certain responsibilities to the Police Records Supervisor (PRS). The PRS shall be under the supervision of the Special Services Division (SSD) Commander or designee.
- B. The PRS shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Arizona Public Records law (ARS 39-101, et seq.).
- C. The responsibilities of the PRS include but are not limited to:
 1. Overseeing the efficient and effective operation of the Records Bureau.
 2. Ensuring proper staffing of the Records Bureau.
 3. Supervising, training, and evaluating Records Bureau staff.
 4. Maintaining and updating a Records Bureau procedure manual.
 5. Ensuring department and personnel compliance with established law, policies, and procedures.
 6. Supervising the access, use, and release of protected information (refer to the CJIS Policy).
 7. Establishing security and access protocols for records designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 - (a) Homicides.
 - (b) Cases involving department members or public officials.
 - (c) Cases connected to an order of expungement or other court order restricting access.
 - (d) Any case where restricted access is prudent at the direction of the Chief of Police or designee.

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803.4 POLICE RECORDS CLERKS RESPONSIBILITIES

- A. The responsibilities of the Records Bureau include but are not limited to:
1. Maintaining case reports, associated attachments, name files, other record files and information as directed in the records management system (RMS).
 2. Entering case report information, including attachments, name file(s) and other record files into the RMS.
 - (a) Minor modifications for spelling errors or grammar can be made by Police Records Clerks (PRC); however, no other changes or modifications shall be made by PRCs or records personnel.
 - (b) If a PRC believes there is a content error, the case will be forwarded to the Quality Assurance Specialist (QAS) for review. The QAS and/or the SSD commander will determine if additional follow-up is needed, and if so, will advise the supervisor of the member who authored the report.
 3. Providing members with copies of case reports when needed for investigation or court proceedings.
 4. Maintaining compliance with federal, state, and local regulations regarding criminal history reports.
 5. Identifying missing case reports or associated information and notifying the responsible member and the member's supervisor via a Records Correction Advisory.
 6. Assisting other agencies and government entities with records requests, questions and needs related to the SPD or associated records.
 7. Assisting the public with records requests, reporting of incidents, connecting persons or inquires with other SPD members, and answering general inquiries at the SPD records counter, by telephone, email and/or other systems.
 8. Assisting the public with fingerprinting for criminal justice and non-criminal justice processes.
 9. Processing orders of protection, injunctions against harassment, subpoenas, mental health orders and any other associated court order.
 10. Ensure all case reports are appropriately finalized prior to release to the public or other law enforcement/justice system agencies or entities.
 11. Ensure proper and complete redaction is completed prior to release of any report as required by law, SPD policy or by direction of the Chief of Police.

803.5 FILE ACCESS AND SECURITY

- A. The security of records in the Records Bureau is a high priority and shall be maintained as mandated by SPD GOs and directives, Town Policy and directives, and state and/or federal law.
- B. All case reports including, but not limited to, initial reports, supplemental reports, evidence, field interview (FI) cards (hard or electronic copies), criminal history records,

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publicly accessible logs and any other case attachment/record shall be maintained in a secure area within the Records Bureau, only accessible by authorized members of the Records Bureau, until they are uploaded to and verified in the RMS.

- C. The Chief of Police may designate some case reports as sensitive or otherwise requiring extraordinary access restrictions. The Records Bureau shall ensure these case files and associated attachments are filed securely and proper access restrictions are established in the RMS.

803.6 CONFIDENTIALITY AND SECURITY

- A. Records Bureau staff has access to information that is confidential or sensitive in nature.
- B. Records Bureau 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 SPD GOs and directives; Town Policies or directives; and state and/or federal law.
- C. The Records Bureau doors shall remain locked at all times to maintain controlled access.
 - 1. Access to the interior of the Records Bureau is limited to the PRS, PRCs, QAS, and executive staff (commanders or higher rank) or persons designated by the PRS or executive staff (e.g., VIPS, or officers on modified duty assigned to the Records Bureau or persons who are in the Records Bureau for an official meeting or training with Records Bureau members).
 - 2. Only those with authorized access to the Records Bureau shall maintain a Records Bureau electronic or hard copy key.

803.7 FINANCIAL TRANSACTIONS

- A. PRCs routinely take payment for various services (fingerprinting, etc.) and fees (impounds, case reports, etc.) as part of their duties.
- B. PRCs, or other members of the Records Bureau, shall not conduct any financial transactions until they have been trained in the appropriate handling and documentation of these transactions.
- C. All financial transactions shall be documented by the PRC or Records Bureau member (e.g., QAS, etc.) completing the transaction via a receipt in the department's financial management system.
- D. If a member of the public pays for fees or services using cash, the PRC or Records Bureau member handling the transaction shall ensure a copy of the receipt is attached/secured to the cash and placed in the safe in the Records Bureau.
 - 1. Cash taken in by any Records Bureau member shall be counted and witnessed by another Records Bureau or SPD member prior to it being placed in a sealed envelope and the Records Bureau safe. The witnessing member shall legibly

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- sign the envelope with their name or initials along with any assigned SPD number (badge/employee ID number, etc.).
2. The PRS and the Administrative Services Lieutenant shall be the only individuals with access to open the safe.
 3. The keys to the safe shall not be copied and shall be maintained in a secure manner ensuring no one else has access to the keys or interior of the safe.
- E. At the end of every week, or the end of the month if it falls during the work week, the PRS and the Administrative Services Lieutenant shall count the money in the safe and verify the transactions against the financial management system. The PRS and the Administrative Services Lieutenant will then personally deliver the money and other documentation to the Town of Sahuarita Finance Department.
- F. The Records Bureau shall keep a record of all transactions.
- G. The SSD commander shall ensure a quarterly audit is conducted in accordance with this policy and that the services rendered and fees collected are in line with the documented financial transactions. The SSD commander may use and/or direct the Administrative Specialist in charge of the SPD budget and/or the P&E Supervisor to accomplish these quarterly audits.

803.8 POLICY ISSUANCE OR REVIEW

04/15/2024 - Reviewed by Lt. Renee Carlson SP328