



Peoria Police Department Policy and Procedure Manual

Policy 8.02

Records Management



I. POLICY

The central records function is necessary and vital to the accomplishment of the Peoria Police Department's mission. It is therefore the policy of this Department that an accurate and efficient reporting of all police activity within the Peoria Police Department's jurisdiction be maintained. It is the policy of this Department to comply with all mandated reporting requirements of the federal government and the State of Arizona while maintaining strict adherence to the Public Records Law.

II. PROCEDURE

A. Administration

1. Responsibility:

- a. The responsibility and accountability for the central record keeping function of the Peoria Police Department shall lie with the Records Management Section of the Technical Services Bureau.
- b. The Records Management Section file storage area is accessible only to employees of the Records Management Section. In the event of an after-hours emergency, supervisors are authorized to sign out a key from the Communications Bureau that will allow access to the Section. (82.1.1.c) (82.1.4)

2. Functions: The functions of the Records Management Section of the Peoria Police Department shall include: (82.1.2)

- a. Collection of all reports and related data.
- b. Distribution of reports and data to appropriate Peoria Police Department and City of Peoria components.
- c. Maintenance of offense, arrest, and traffic reports in an orderly and useful fashion through filing techniques and computer entry of data.
- d. Retrieval and distribution of records and reports to authorized persons and entities.
- e. Compliance with Federal and State statutes regulating the maintenance and release of information.
- f. Destruction of reports as outlined in the Disposition Schedule approved by the Peoria Police Department of Library, Archives, and Public Records.

3. Recorded Incidents: Every incident in the categories listed below shall be recorded and reported when that incident has occurred or is alleged to have occurred within the jurisdiction of this Department: (82.2.1.a)

- a. Crimes and incidents reported by citizens. (82.2.2.a)
- b. Criminal and non-criminal cases initiated by law enforcement officers. (82.2.2.d)
- c. Incidents involving arrests and/or citations. (82.2.2.e)
- d. Citizens requests for service when: (82.2.2.c)
 - (1) An officer is dispatched.
 - (2) An employee is assigned to investigate.
 - (3) An employee is assigned to follow-up or take action at a later time.

“Our Community...Our Commitment”

- e. Accidents.
 - f. Citizen Complaints. (82.2.2.b)
4. Report Contents: All reports shall contain at least: (82.2.1.c)
- a. The date and time of the initial report.
 - b. The name of the citizen requesting the service (if available) or the names of any victims or complainants.
 - c. The nature of the incident.
 - d. The date, time, and type of action (if any) taken by law enforcement or other personnel. The reporting of most crimes and incidents will require some type of response by employees. On less serious incidents that do not require an offense/IR to be taken, the requirements listed above may be accomplished by Communications personnel recording the incident and relative information into the police computer system.
 - e. Report calls (i.e., stolen bicycles, lost articles, etc.) may be taken over the telephone by sworn or designated non-sworn personnel.
5. All automated and manual reports shall be submitted on Department approved forms provided for the particular type of incident being reported. Forms provided for and required by the State of Arizona shall be used when applicable. All forms shall be completed in accordance with instructions given in the Peoria Police Department issued Report Writing Manual. (82.2.1.b & d)
6. Incident Reports (IRs) shall be sequentially numbered with a two-digit prefix representing the year of issue followed by a six-digit suffix designating the report number (i.e., 06-000004 would be the fourth report taken in the year 2006). This number will be obtained through the Computer Aided Dispatch (CAD) system by Communications personnel. (82.2.3)
7. Supervisory Review: To provide consistency in report writing and to ensure that assignments have been completed, all IRs, both manual and automated, (and related forms and attachments) shall be reviewed by a first line supervisor. (82.2.4)
- a. If the report is satisfactory, supervisors shall place their signature in the appropriate boxes on the report and forward the manual or automated original IR and attachments to the Records Management Section. (82.2.1.e)
 - (1) Supervisors are responsible for ensuring that all incident reports are submitted for processing to the Records Management Section by conducting periodic checks of the Missing Report Log. (82.1.5)
 - (2) The Missing Report Log is available for 'read-only' inspection by supervisors and employees under the I-Drive Milog folder.
 - b. Reviewing supervisors shall return unsatisfactory reports to the submitting employee for necessary corrections.
 - c. If the report is not completed prior to the end of shift, a copy of the completed face sheet (front and back) shall be submitted to the Records Management Section prior to going off-duty. The Records Supervisor will be responsible for ensuring that all reports forwarded to the Records Management Section are accounted for on a daily basis. (82.2.1.e)
 - (1) A Records Clerk shall generate a CAD printout of all calls for service that generate an IR number. This printout will begin with the last IR printout from the prior day.
 - (2) For all of the IRs on the CAD printout, there should be an IR or IR face sheet completed and turned into Records. If an IR or IR face sheet is missing, Records personnel will add the information to the Missing IR Log for Patrol Services follow-up.

- d. Documentation, such as statements, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) print-outs, etc., that cannot be submitted with the original report to the Records Management Section shall be submitted, when available.
8. Follow-up: Reports may be assigned to Criminal Investigations, Patrol, or Traffic Services for follow-up. (42.1.3.d) (82.3.5)
 - a. All original documents taken in the course of an investigation shall be forwarded to the Records Management Section, with the exception of documents that have evidentiary value, which shall be impounded. (82.1.5)
 - (1) Active cases assigned to an investigator, either as originals or supplements, may be retained by the investigator until the case has been completed. Upon completion, the entire case including attachments, photographs, etc., shall be forwarded to the Record Management Section for processing. All investigator initiated reports will require, at a minimum, a copy of the completed face sheet (front and back) to be forwarded to the Records Management Section within 24 hours of receiving the case.
 - (2) Intelligence and informant files shall be maintained by the Criminal Investigations Bureau (CIB) Street Crimes Unit (SCU) Sergeant.
 - (3) Investigatory files relating to employee conduct shall be maintained by the Professional Standards Unit (PSU).
 - b. Photographs related to an investigation shall be maintained in the IR file or impounded as evidence.
 9. Case Status Reports: Cases in pending and/or active status shall require supplements inactivating or closing the investigation. It is the responsibility of the supervisor assigning the case to ensure that regular status reports are received until the investigation or follow-up is finalized. Cases that have been completed and are awaiting judicial action shall not require follow-up supplements.
 10. Record Retention: Central records may be maintained as adequate space permits except when purging is required by Peoria Police Departmental policy. As a basis for maintenance and destruction of records, the Records Supervisor shall follow the disposition schedule as approved by the Department of Library, Archives, and Public Records. Photos, audio/video tapes, police reports, and/or other documentation contained within any file scheduled for destruction will not be released to any person or employee without the written consent of the Chief of Police. (42.1.3.e) (82.1.2)
 11. Record Security: The Records Supervisor shall be responsible for ensuring the security of records stored in central records.
 - a. Access to the Section file area is restricted to Section employees and Section supervisors only. The entrance door into the Records Management Section shall remain locked at all times during normal business hours. (82.1.1.c)
 - b. Information contained in police documents will be released to Peoria Police Department employees on a need to know basis only. (82.1.1.d)
 12. System Security: The Information Technology (IT) Department, in coordination with the Support Services Division Deputy Chief, is responsible for ensuring the security of computerized Peoria Police Departmental files through the issuance of individual User Identifications and passwords. (82.1.9)
- B. Master Name File: all records shall be accessible through the Department computer system by use of the Master Inquiry File. The following outline identifies those individuals named in police reports that will be entered into the system: (82.3.1)
1. Victims.
 2. Complainants.
 3. Persons arrested.

4. Suspects.
5. Witnesses.
6. Involved Persons
7. Drivers involved in accidents.
8. Pedestrians and pedacyclists involved in accidents.
9. Owners of damaged property.
10. Individuals cited for traffic offenses.

C. Arrest Reports

1. All arrests shall be recorded on the Department approved Arrest/Booking Record form. (82.3.7.a)
2. All adult persons arrested shall be issued a permanent booking number that will be used for all subsequent arrests. To ensure that booking numbers are not duplicated or skipped, the next available number from the numbered labels located in the Records Management Section will be affixed to the white copy of the booking sheet.
3. All arrestees are required to be fingerprinted and photographed if an Arrest/Booking Record form has been completed. (82.3.7.b & c)
 - a. All fingerprint cards shall be returned to the Records Management Section for processing.
 - b. Photographs taken of individuals incarcerated at a jail facility shall be maintained by that agency. However, the jail may provide the Peoria Police Department with a copy of the photo for our records.
 - c. Individuals arrested or cited/released for driving under the influence of alcohol will require a photograph or copy of the driver's license be taken for departmental files, and fingerprinted.
4. The Records Management Section shall be responsible for updating previous arrestee records whenever a subsequent arrest occurs. All existing information will be validated and/or modified with each new arrest.
5. Juvenile Referrals shall be maintained within the IR files and kept separate from adult offender booking records. (82.1.1.a)

D. Warrant Files

1. Warrant File Access: Misdemeanor warrants issued by the Peoria Municipal Court shall be entered into the Arizona Criminal Justice Information System (ACJIS) computer system by Communications personnel. All warrants entered by the Communications Section shall be available for confirmation on a 24-hour, 7-day a week basis. (82.3.8.f)
 - a. Misdemeanor warrants shall be entered into the ACIC file according to the standards outlined in the ACJIS manuals. (82.3.8.a)
 - b. All warrants shall be filed in alphabetical order according to the defendant's last name after entry into ACIC has been accomplished. (82.3.8.c)
 - c. Felony warrants are issued from the Maricopa County Superior Court and are entered into the ACIC/NCIC files by the Maricopa County Sheriff's Office (MCSO). (82.3.8.a & b)
2. Warrant Hit Confirmation (82.3.8.d)
 - a. Computer entries will not be used to confirm the validity of a warrant. Only original warrant documents may be used for confirmation purposes.
 - b. All hit confirmations shall be made within ten (10) minutes of the initial request.

3. Warrant Clearances (82.3.8.e)
 - a. Immediately upon learning that an individual has been booked on a Peoria Municipal Court warrant, Communications employees will clear the warrant from the ACIC file and the Crimes warrant file.
 - b. All notices received from the Peoria Municipal Court to clear or cancel a warrant will be accomplished immediately upon receipt of such notification by Communications personnel. Warrants cleared from the ACIC file will be forwarded to the Municipal Court for disposition.
4. Warrant Validations (82.3.8.d)
 - a. Warrants entered into ACIC files will be validated for accuracy by Communications personnel by checking the information entered into the system against the actual warrant. Any information found to be incorrect during the validation process will be immediately modified.
 - b. Upon completion of the departmental validation process, the warrant print-out will be forwarded to the Peoria Municipal Court for secondary validation.
- E. Other Legal Processes: For procedures regulating the dissemination of subpoenas, see Section P of this policy. For all others, see Legal Processes, Policy 7.03.
- F. Privacy and Security of Criminal History Record Information
 1. Definition - Criminal History Record Information (CHRI) is information collected by criminal justice agencies which identifies an individual in connection with an arrest, detention, indictment, or other formal criminal charges, and any disposition arising from sentencing, correctional supervision, and/or release. Information regarding individuals currently within the judicial process or identified through posters/ announcements for the purpose of apprehension shall be exempt from these provisions.
 2. Dissemination
 - a. Departmental arrest and/or disposition information shall not be released to non-criminal justice agencies unless subpoenaed to do so or when authorized by the City of Peoria's Attorney Offices. Departmental CHRI may be released to other criminal justice agencies provided it is to be used for official law enforcement purposes. Arrest information that indicates a disposition of guilty, conviction or no contest may be released to the City's Housing Department for the purpose of conducting background checks on housing applicants. Information on individuals that have been acquitted or found not guilty of an offense shall not be released. (82.1.1.b) (82.1.9)
 - b. Criminal history information obtained from other law enforcement agencies or through the ACJIS computer system shall not be released to other law enforcement agencies without prior authorization from the originating agency. Release of CHRI information is required to be coordinated with or accomplished by the Records Management Section. (82.1.1.b)
 - c. Departmental criminal history files shall be sequentially numbered and shall contain only the following documents within the jackets: (82.3.6)
 - (1) Booking/arrest forms.
 - (2) Court dispositions.
 - (3) Fingerprints.
 - (4) Photographs.
 3. Completeness and Accuracy: The Arizona Department of Public Safety's (AZ DPS) Criminal History Record Section acts as the State's central repository for CHRI, while the Federal Bureau of Investigation's (FBI) Interstate Identification Index (III) acts as the repository at the national level. To obtain a complete and accurate criminal history record on an individual, these sources should be queried through the ACJIS computer system.

4. Review and Challenge

- a. Any individual (or an individual's attorney) may review their Departmental criminal history file upon written request. Prior to the review, identification and a full set of fingerprints must be provided. In addition, attorneys acting on behalf of a client must provide a notarized letter from the subject of record authorizing the review.
- b. Only subjects of record or the subject's designated attorneys may review criminal history files.
- c. Criminal history reviews are conducted by the Records and Evidence Supervisor by appointment only.
- d. The Records Supervisor will be present during the review and will ensure that:
 - (1) No documents are removed from the viewing site.
 - (2) Arrest/disposition documents are not altered in any form.
- e. Any information contained in Departmental criminal history files may be challenged by the subject of record (or the subject's designated attorney).
 - (1) The Records Supervisor will conduct an audit of any information in question and will respond to the subject of record (or their attorney) with the results within five (5) working days. In the event that the subject (or the subject's attorney) does not agree with the audit results, they may challenge the exception to the Technical Services Bureau Manager.
 - (2) If it is found during the audit review that information contained in a criminal history file is incorrect, all persons, agencies, departments, etc., who have received the erroneous information will be advised in writing that a correction has been made to the record, and to note this correction on any documents that may be in their possession.

G. Report Dissemination - Daily Distribution. (82.2.5): Police reports and other official documents received by the Records Management Section shall be distributed according to the following criteria:

1. Pending: Complete copy to the Criminal Investigations Bureau (Felony Driving Under the Influence (DUI) to the Traffic Services Section (TSS)).
2. Felony Arrest Reports:
 - a. Complete copy to the Criminal Investigations Bureau (A copy of in custody Felony DUI reports to the TSS).
 - b. Complete copy times the number of individuals arrested (with original dispositions attached) to the Criminal Investigations Bureau (CIB) for filing purposes.
3. Misdemeanor Arrest Reports
 - a. Peoria Municipal Court: Copy of face sheet, booking slip, original citations and disposition.
 - b. Peoria City Prosecutor: Complete copy of report and copy of citations.
 - c. Justice Courts: Complete copy of report and original citations.
4. Accident Reports:
 - a. Complete copy of hit and run, pending, and/or inactive reports to the TSS.
 - b. Copy of all accident reports to the Department of Transportation.
 - c. Copy of accident report to City Streets Department.

H. Report Dissemination - Criminal Justice Requests (82.1.1.d)

1. Peoria Police Department employees may receive or review unedited copies of any documents maintained within the Records Management Section or the automated document management system provided that the request is made for official law enforcement purposes.
 - a. Official law enforcement purpose is defined as any furtherance of a criminal investigation, or matter assigned by a management member of the Peoria Police Department. It does not include administrative matters the requestor may be involved with (i.e.: disciplinary or grievance matters).
 - b. Any employee requesting a record from the Records Management Section shall inform the Records Clerk of the purpose for the request.
2. Employees from other criminal justice agencies may receive unedited copies of police reports provided the request is being made for an official law enforcement purpose.
 - a. ACJIS print-outs will not be released to other criminal justice agencies without prior authorization of the Records and Evidence Supervisor or System Security Officer.
 - b. Release of police reports to other criminal justice agencies/officers is required to be coordinated with or accomplished by the Records Management Section.
3. All copies of unedited police reports received from the Records Management Section will be stamped with a warning prohibiting secondary dissemination prior to their release. The Records Management Section employee releasing the document shall complete the stamped warning by annotating the employee's name that the document is being released to, along with the date, and the records clerk shall place their (clerk's) initials next to the stamped information.
4. Criminal justice employees requesting copies of police reports for personal reasons will be subject to the provisions outlined under Report Dissemination - Non-Criminal Justice Requests and subject to the required fee.
 - a. Under no circumstances may an employee access the Peoria Police Department's automated document management system for the purpose of obtaining copies of reports for their (or another's) personal use.
 - b. An employee requesting a police report for personal use or non-official law enforcement purposes, as defined herein, shall comply with either of the following:
 - (1) The employee shall comply with the provisions outlined under Report Dissemination – Non-Criminal Justice Requests, or
 - (2) Submit a memorandum to the Professional Standards Unit (PSU) Lieutenant identifying the police report requested, along with a reason that the specific report is needed. The PSU Lieutenant shall review the request and determine whether the request shall be approved. Once approved, the document shall be provided to the requesting employee by the PSU Lieutenant.

I. Report Dissemination - Public Records Requests (82.1.1.d)

1. Public Policy Considerations: It is the policy of the Peoria Police Department to support and promote openness in government by releasing police reports in a timely and responsible manner upon request. This means taking into consideration not only the public's right to information, but also competing interests of privacy, confidentiality, and the best interests of the State.
2. Responsibility: The Police Department will handle all of their own requests for public records. However, in high-profile or serious cases, or when questions arise, the request may be forwarded to the City Attorney Criminal Division for a prosecutor to redact.
3. All Reports: The following information should be deleted from all police reports prior to release:
 - a. All personal information. Personal information includes:
 - (1) Social security numbers

- (2) Driver's license numbers
 - (3) Phone numbers
 - (4) Dates of birth and
 - (5) Addresses. This includes the address even if it is the location of the offense and any information that leads to the address.
- b. Victims: Redact all personal and identifying information of victims except names.
 - c. Victim/witness name(s) if the release would cause a specific identifiable harm to the person(s), including the names of victims in sex-related offenses.
 - d. All references to, and information of, Confidential Informants.
 - e. Undercover Officers' names.
 - f. References to AZ DPS criminal history records.
 - g. Information that is, by its very nature, so gross, demeaning, biased, or sensitive that it would do irreparable harm to innocent persons or their character if released.
 - h. Suspect name(s), if the release would cause specific, identifiable physical harm to the suspect(s).
4. Pending Reports/Cases: Reports that are currently under investigation and/or no arrest/complaint has been issued yet, but still may be, and/or criminal charges have been filed, but there is no adjudication yet.
 - a. Suspects' statements of guilt or innocence shall be redacted.
 - b. Ongoing investigation, as the release of the report could hinder, delay, or jeopardize an investigation.
 - c. Requests for pending reports shall be referred to the assigned detective for redaction or for a determination as to what information, if any, can be released.
 5. Other Law Enforcement Agencies: This includes federal law enforcement agencies as well.
 - a. Do not release other agencies' reports. Refer the citizen directly to that agency.
 - b. Reports may be released to other law enforcement agencies without redactions.
- J. Employee Use of the Electronic Document Management (Imaging) System:
1. Employees will not send, copy, download, or otherwise distribute any police report obtained from the electronic document management system unless in the course of official law enforcement business.
 2. Reports being accessed from within the system shall be restricted to official law enforcement purposes only.
 3. Information contained in any police department record shall not be disseminated or divulged to any person unless it involves the furtherance of an official criminal investigation.
 4. Reports may be printed for review but shall be destroyed by shredding when no longer needed. Under no circumstances may copies of police reports be left unattended in common-use areas or be disposed of by any other means than shredding.
 5. Restricted reports, as designated by the Chief of Police and/or his designee, shall not be authorized for access from the document management system.
 6. Automated criminal history reports and CAD call printouts will not be scanned into the document management system unless specifically identified as part of the official record by the submitting officer.

7. The electronic document management system is subject to periodic inspections and audits as designated by the Chief of Police.

K. Public Records Requests For Photographs

1. Requests for photograph records shall be referred to the Records Management Section for processing. The Records Management Section personnel shall:
 - a. Ensure the individual completes a Request for Information Contained in Police Records form, noting that a copy of the photograph(s) is being requested.
 - b. Explain the processing fee to the individual completing the request.
 - c. Forward the completed request to the Property and Evidence Supervisor, who will review it to determine the status of the case by conferring with assigned investigator, if appropriate.
2. If necessary, the assigned investigator will contact the prosecuting attorney's office to determine if the request will hamper the investigation.
 - a. If the request involves civil litigation involving the City of Peoria, the request shall be forwarded to the Peoria City Attorney's Office for decision.
 - b. As a reminder, original photographs or negatives of photographs shall not be released. A copy or reprint may be released upon an authorized request.
3. The request will then be forwarded to a Crime Scene Technician who will review the photographs or negatives and determine the processing fee. Additionally, the Crime Scene Technician shall notify the requestor of the total amount that will need to be paid to furnish the requested photos, and advise them to direct payment for this service to the Police Department's Records Management Section. The original, completed request shall be returned to the Records Management Section and included in the case file at the completion of the process.
4. The Crime Scene Technician shall process the request and deliver the completed photographs/negatives to Records Management for dissemination.
5. Records Management shall disseminate the photographs to the requesting party in accordance with established policy and law.

L. Court Ordered Expungement of Juvenile Records: Records Management personnel shall process all court ordered juvenile expungement requests issued by the Superior Court in the following manner: (82.1.1.b)

1. The IR will be pulled from file and the juvenile listing shall be placed in the first position of the folder.
2. The outside cover of the IR jacket shall be stamped with "This File Contains Restricted Information - Do Not Release without Authorization of the Records and Evidence Supervisor." (82.1.1.a)
3. After processing, the IR shall be returned to its original file location.
4. Computer entries containing names of juveniles listed on expungement requests as well as those juveniles who have reached the age of emancipation shall be deleted. All other computer entry data shall be retained.

M. Collection and Handling of Funds

1. The Records Management Section shall collect fees, in accordance with the City's fee for service schedule, for the following services:
 - a. Copies of accident or investigation reports.
 - b. Research and processing.
 - c. Fingerprinting.

- d. Letters of good conduct.
 - e. Subpoenaed records.
 - f. Crime scene photographs.
 - g. Tape recordings.
 - h. Process service fees of court orders.
 - i. Public records requests.
2. Method of Payment: Service fees may be accepted by Records Management employees in the form of currency or check.
 - a. Receipts will be provided.
 - b. Each fee transaction will be logged in the Service Fee transaction book.
 - c. All service fee funds will be delivered to the Management Services Department by Records Management personnel. Currency will not be forwarded by means of the inter-office mail system. The Management Services Department shall provide a return receipt of all monies received.
 - d. After normal business hours, all funds shall be secured in a locked area accessible only to the Records Supervisor or those designated by the Supervisor.
 3. Fee Collection: The Records Supervisor will be responsible for verifying the accuracy of fee collection transactions.
 - a. All service fee transactions will be verified by comparing Service Fee logbook entries to the receipts received from the Management Services Department.
 - b. Discrepancies in transaction fee amounts will be audited by the Technical Services Bureau Manager.
- N. Uniform Crime Reporting (82.1.3): This Department participates in the national Uniform Crime Reporting (UCR) Program. The Records Management Section shall compile and submit crime data to the UCR in accordance with procedures established by that Program.
- O. Traffic Citations
1. Citations shall be sequentially numbered and each citation shall consist of the original and four copies.
 - a. The Original is forwarded to the Records Management Section who will forward to the appropriate court.
 - b. The second copy is provided to the defendant at the time of issue.
 - c. The third copy, the Motor Vehicle Division copy, is forwarded to the Records Management Section who will forward to the appropriate court.
 - d. The fourth copy is retained by the Records Management Section for the report file. If no report has been generated, the fourth copy is forwarded to the appropriate court.
 - e. The fifth copy is retained by the issuing officer for their records and any subsequent court appearances.
 2. Citation Book Maintenance/Issuance: Citation books shall be maintained and issued by the Records Supervisor or their designee. The Records Supervisor shall be responsible for tracking the following information: (82.3.4.a)
 - a. The number of citation books issued.
 - b. The beginning and ending number of each book issued.

- c. Name of officer receiving the citation book.
 - d. The date the books were issued.
3. The Records Supervisor is responsible for ensuring that citation books are issued in sequential order from the lowest to the highest number. (82.3.4.b)

P. Distribution of Subpoenas

1. Peoria City Court Subpoenas:

- a. The City Attorney/Prosecutor's Office will send subpoenas and interview requests to officers via e-mail (Microsoft Outlook) appointments. Copies of all subpoenas will also be sent to the Station Sergeant or designee for tracking purposes.
 - b. Officers shall accept all subpoenas delivered in this fashion and check to ensure that there are no conflicts between appointments. If there is a conflict with the appearance date and/or time, the employee shall immediately work through their chain of command, and with approval, contact the Prosecutor's Office and request a continuance, re-schedule, or excusal.
 - c. Other Courts: Subpoenas sent or delivered to the Department shall be received by the Station Sergeant or designee and forwarded to the CIB Secretary for distribution and tracking.
2. Supervisors shall be responsible for ensuring that their employees have acknowledged receipt of all distributed subpoenas.

Q. ACJIS Validations:

1. All information entered into the ACIC/NCIC files by this Department shall be validated monthly for accuracy by the Records Management Section.
2. Information contained in the original report will be checked against the ACJIS print-out to determine if item(s)/person(s) are correctly entered. If any errors are detected, an ACJIS modification will be made immediately.
3. During the validation process, all victims listed on reviewed reports will be contacted to ensure that the item(s)/person(s) have not been recovered. In the event that a recovery has been made by the victim, the case agent or a Patrol Services Bureau officer will be contacted to complete a supplement.

R. Method of Destruction

1. Police reports, supplemental reports, ACIC/NCIC printouts, and other documents considered to be confidential or sensitive in nature shall be destroyed by means of shredding.
 - a. Examples of confidential and/or sensitive documents include but are not limited to:
 - (1) Employee telephone listings
 - (2) CAD/Records Management printouts
 - (3) Support documentation included in police reports (ie, medical examination reports, witness statements, etc.)
 - (4) Any documents (to include hand-written notes, emails, etc.) that may cause embarrassment to the City of Peoria; jeopardize an on-going investigation; or cause material harm to any person should it be obtained by a party not authorized to receive such information.

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