7200  RECORDS SECTION

B. Procedure

1. The Records Section shall be commanded by a civilian Records Manager who shall report to the division’s Division Chief.

2. The Records Section shall be staffed with civilian employees and shall be the primary information management center. The unit shall be responsible to receive, review, maintain and disseminate all criminal justice records, to include LPD offense, incident, traffic collision, and other related reports. The unit shall manage arrest warrants, process municipal and county bonds, and release impounded vehicle authorizations. They will monitor the Colorado and National Crime Information Center Computer Systems and assure timely response and quality entry into those systems. The Records Section shall collect process and submit all statistical information on criminal activity within the City of Lakewood to the Colorado Bureau of Investigation for inclusion in the “Crime in Colorado” and “Crime in the USA” publications.

7201  POLICE RECORDS

A. Policy

The Police Records Manager, in cooperation with command staff and the Office of the Chief of Police, shall be responsible for the overall maintenance and monitoring of police records.

B. Procedure

1. As a separate and distinct organizational component, the Records Section shall serve as the central processing function for police records. The Police Records Manager shall be the records custodian for the Department.

2. In order to maintain continuous accessibility to operational personnel, the Records Section shall be staffed 24 hours a day, 7 days a week.

3. A procedural review and periodic inspection shall be conducted on all phases of Records. This inspection shall include an evaluation of records collection, dissemination, and maintenance, as well as computerization of all specified records systems.

7220  RECORDS RELEASE

A. Policy

Records shall be maintained by the Department as an investigative and administrative aid to provide statistical data and as a public service. Within the guidelines established by the Colorado Open Records Act, most adult records are releasable to the public in compliance with the Colorado State Statutes. Except for traffic violations, the release of information pertaining to juveniles is confidential.
and release of information will be dictated by the limitations outlined in the "Children's Code." The general rule is that juvenile information is confidential and prohibited from release to the general public. The Department shall provide, for a fee, to cover the cost of search, retrieval and duplication, crime and traffic reports, photographs, and audio records pertaining to events.

B. Procedure

1. Members of the public who desire to purchase a duplication of a record shall complete a records request form and sign an affidavit that the noted records will not be used for direct solicitation of business for pecuniary gains, according to C.R.S. section 24-72-305.5. Exceptions to the above affidavit may be made when the release of said record is made to victims of crime, parents of juvenile victims, or insurance companies acting on victim claims. Original documents shall not be released.

2. In general, the public may have immediate access to the following documents:
   a. Accident reports
   b. Traffic summonses
   c. Vehicle impound reports

3. Requests by the public, for release of reports involving crimes against persons and property crimes shall be reviewed for limitations prior to approval for release. All person’s crimes shall be forwarded to the Investigation Division for approval. All property crimes shall be reviewed for release approval by a member of the Records Section supervisory staff.

4. The completed original Records Request form shall be forwarded to the supervisor of the appropriate Section along with a photocopy of the requested documents.
   a. The involved Division shall be responsible for approving or disapproving the request, in whole or in part and forwarding the request form with those documents approved for release attached, to the Records Section.
   b. The Division or person to whom the Records Request form is referred shall be responsible for notifying the applicant regarding denials, extensions, or clarifications prior to forwarding the completed request form to the Records Section.

5. Records that are prohibited from release include those involving neglect, abuse, or a juvenile victim; these records shall not be inspected by or disclosed to the public unless permitted by the Colorado Children's Code. The identification of sexual assault victims, and at-risk persons, regardless of age, shall be confidential and protected from release. Records of
mentality holds in which the subject may have been taken into protective custody shall be considered privileged or confidential.

Other records that are restricted from release to the general public, are those records that have been sealed, expunged, or are subject to limited access by court order.

6. The Records Section shall be responsible for accepting requests, collecting the appropriate fees, and supplying the approved records to the applicant. Requests from the public shall be processed and mailed within 5 business days from the date of the initial request. If pickup is requested, applicants shall be advised when they can receive the approved records.

7. Members of other criminal justice agencies shall use the Record Request form when requesting a duplicate record. Upon identification, records will be released immediately.

8. Confidential medical information contained in police reports shall be redacted prior to releasing such reports to the public except, when the suspect's medical condition combined with his conduct has resulted in his prosecution for a criminal offense such as prostitution with knowledge of being infected with AIDS or patronizing a prostitute who has knowledge of being infected with AIDS.

C. Rule

1. Information obtained from the Records Section shall be for official use only and shall not be used for personal information references.

2. The original Records Request form shall be imaged and attached to the computer report, or filed with the original report. The release and dissemination of any criminal report maintained in the I/LEADS Computer System will be documented by use of the Dissemination Log. This computer log should include the name of requestor, affiliation of requestor, report number or title; and person printing/disseminating the report, and fee if applicable.

3. Once a police record is ordered expunged or sealed, access to it will be based on the legal parameters of the court order. When the Records Section is asked for such a record, Records personnel shall inform the applicant that no such record exists. Basic identification information concerning the suspect whose records have been expunged or sealed shall be retained.

7221 RECORDS RELEASE – CONFIDENTIAL REPORTS

CONFIDENTIAL HIGH PROFILE REPORT MANAGEMENT

A. Policy

The Police Records Manager shall provide enhancement of security for confidential, high profile reports. Additional management procedures will be
followed for all approved reports to provide protection from unauthorized access to highly sensitive information. An annual review of authorized reports shall be conducted to determine the continued requirements for the confidential maintenance of these reports.

B. Procedure

1. High profile reports include Grand Jury Cases, criminal investigations of current city personnel, cases in which a current city employee is a victim/survivor, or reports containing sensitive homicide or on-going high security investigative information. These reports shall be processed in the same manner as all other police reports, in accordance with policy and procedure and current laws governing their management, and will include the addition of enhanced access protection from unauthorized examination.

2. With the appropriate approval of the Division Chief, the computer report will be secured through the use of Security Privileges of the computer system. With this security in place the report will be completely secured and available by request only to the investigator/agent assigned to investigate the case, or other personnel so authorized on the signed “Confidential” request form upon his/her request. The Record’s Manager will be responsible for initiating and releasing the computer security, based upon the above guidelines.

3. A computer generated hard copy of the case will be submitted to the Records Section Manager and shall be flagged as “confidential”.

4. The entire report, will remain secured, until such a time that the report is determined to no longer meet the need for high confidential status.

5. The original report will be maintained in a locked file cabinet labeled “confidential reports.” The case report number will be clearly listed on the outside of the file cabinet for easy identification.

6. The release of the “confidential report” must be approved by the Records Manager in conjunction with the appropriate Division Chief.

7. An annual review of all “confidential reports” shall be conducted by the Records Manager, in conjunction with the appropriate Division Chief(s), to determine the necessity for the continued maintenance of the report pursuant to these procedures.

LIMITATIONS ON VIEW AND PRINT PREVILEGES OF COMPUTER FILES RELATED TO CRIMINAL INVESTIGATIONS AS DICTATED BY STATE STATUTE

A. Policy

The Police Records Manager shall provide the necessary security to assure that unauthorized access to agency computer files is denied. Management procedures will be followed to provide control for the viewing and dissemination of criminal reports related to Felony Crimes against Persons, Child Abuse and
Neglect, Mental Health Holds, and other criminal events as determined by management through computer system privilege.

B. Procedure

1. Based upon predetermined system privileges, designated statutes will be determined to be available for viewing and/or printing by designated employees only. On a daily basis a computer program will be initiated which will automatically assign reports to the "Secure Group" based upon the offense classification. The Secure Group shall include Police personnel, who, as part of the hiring process have completed a polygraph and criminal background examination. Based upon these hiring criteria, and the individual’s work functions, permissions to the various modules and computer information will be determined and if feasible, granted. Judicial personnel from the Lakewood Municipal Courts and City Attorney’s Office who require the reports for prosecution will not be part of the secured group, and will have access to reports based upon the offense classification which will include those offenses codified in the Lakewood Municipal code. All other access to computer information will be determined on a need to know basis, and assigned accordingly or disseminated manually.

2. With the use of the computer security group, users that access a secure record will be alerted by a “secure” flagging on that record. This “secure” flag will not hamper the normal entry and use of that report by users as designated to be part of the “Secure Group.” Users of the “Secure Group,” can print the report and following the computer dissemination report, distribute the secured report according to Criminal Records Release Laws and Policies of the Lakewood Police Department.

3. Users of the system that are not included in the "Secure Group," will receive a notification that the record is "not found" upon attempts to query various secured reports.

C. Rule

1. Information obtained from these reports shall be for official use only and shall not be used for personal information references. Release of said records must be in compliance with the "Colorado Criminal Justice Records Act."

2. All other elements of the standard Records Management procedures shall be followed.

7222 RELEASE OF CRIMINAL JUSTICE RECORDS

A. Policy

The refusal to allow inspection of a police report or to restrict any portion of the report from release (redacting the information prior to releasing the report) must be in compliance with the Colorado Criminal Justice Records Act and applicable State Statutes. A police agent may request that the Records Section withhold specific information from the release of a report, if the police agent or investigator
fears that disclosure of the names and addresses of victims or witnesses to the defendant, or the public, could result in the substantial risk to any person of physical harm, intimidation, bribery, or economic reprisals. A form, obtained in Records, must be filled out and signed by the police agent/investigator and/or the appropriate Division Commander. The form must be submitted with the report to the Records Section to request the protection of information from report release.

B. Procedure

1. Any request to restrict specific information from the release of a police report must be precisely detailed in the appropriate section of the Records request form, including the reason for restricting the information. The form must be dated and signed by the agent/investigator and the appropriate Division Commander.

2. Records will attach the request form to the police record and redact the information when responding to a request to release the report.

3. The request form will be imaged and attached with the report to document the period of time this request was in process.

4. All other standard procedures for record release will be followed with the report.

C. Rule

1. The appropriate Division Commander must approve restricting the disclosure of specific information from the release of a police record. A Records "Protected Information Request Form" must be submitted with the report to Records.

2. The "Protected Information Request Form" must be dated and document the precise information to be withheld and include specific reasons for restricting the information from record release.

7223 DISPOSAL OF CRIMINAL JUSTICE RECORDS TO PREVENT IDENTITY THEFT

A. Policy

Frequently, in order to provide police services, it is necessary for police employees to obtain personal identifying information from suspects, victims, and/or witnesses. The police department recognizes the need to safeguard the disposal of police records or other documents, which contain such personal identifying information in order to protect persons from becoming the victims of identity theft.

Personal identifying information means a social security number, a personal identification number, a password, a pass code, an official state or government issued driver's license or identification card number, a government passport number, biometric data, an employer, student, or military identification number, or a financial transaction device information.

C. Rule
1. Police records or any other documents containing personal identifying information shall be shredded prior to disposing of them into trash receptacles.

7224 DISTRIBUTION OF NEWS RELEASE INFORMATION

Upon receipt of an approved "News Release" from the Police Information Officer, the Records Section employee shall physically distribute the appropriate number of copies to members of the Police Staff, and fax a copy to the Mills Substation. This distribution shall be done as soon as possible. Distribution shall be made according to the list provided on the News Release Form.

7225 PHOTOGRAPHS RELEASE

B. Procedure

1. Photos may be viewed by the public at no charge. Orders may require up to 3 business days to process.

2. When requesting copies of photographs, an applicant shall go to the Records Section and complete the Records Request form.

3. The applicant shall then carry the form to the Criminalistics Section where a technician shall view the images.

   a. If the images are from a minor traffic collision with property damage only, no review by the Criminalistics Manager is required.

   b. All other images shall be viewed by the Criminalistics Manager, a designee or the assigned investigator for approval prior to the applicant being permitted to view the images.

   c. Images of an extreme graphic nature or any autopsy images will only be released to law enforcement or the District Attorney’s office. Requests by others will be reviewed by the Criminalistics Manager on a case by case basis.

4. When the applicant determines which images are required, all fees, including postage if any, shall be recorded on a charge form.

5. The applicant then takes the Records Request form and the charge form to the Records Section where payment shall be made.

6. After the requested work is completed, the work shall be given to the Criminalistics Section Business Specialist for mailing or release through Records.

7. If the work is to be picked up, the completed photographs and the Records Request form shall be forwarded to the Records Section. The Records Section shall complete the Records Request form when the items
are picked up and then file all forms.

8. Records shall log the release of photographs in the associated computerized criminal report’s dissemination module, and attach an imaged copy of the request to the computer report.

C. Rule

1. All requests to view images or obtain photographs or videography other than from, the City Attorney’s Office, the District Attorney’s Office, or Lakewood Police personnel, shall be submitted on a Records Request form.

7230 RECORDS SECTION ACCESS

B. Procedure

1. Physical security and access to agency files will be maintained by the Records Manager.

2. Access to the Records Section shall normally be limited to Department personnel.

3. Other personnel may enter the Records Section after receiving authorization. When authorized to enter, these personnel will be required to sign in and out prior to entry and exit.

C. Rule

1. All non-department personnel shall sign the entry log when entering and leaving the Records Section.

7240 CASE REPORT DISTRIBUTION FROM THE RECORDS SECTION

B. Procedure

1. Police reports that are generated through field reporting and entered directly into the Records Management System by agents, are immediately available for review by both investigative and patrol staff members.

2. At periodic intervals throughout each day, these computer generated reports will be reviewed through the computer “organizer” and validated based upon parameters mandated by the Colorado statistical requirements for the National Incident Based Reporting System (NIBRS).

3. Records Section personnel shall collect all supplemental manual reports from the “approved report” boxes that have been placed throughout the Police Department.

4. Report collections shall be made daily at periodic intervals.

5. Immediately following report collection, the manual paperwork shall be
reviewed for the accuracy of assigned case numbers and scanned by Records Section personnel for attachment to the computer report. The manual paperwork will then be filed with the hard copy paperwork until destroyed, based upon the City of Lakewood's retention schedule.

6. All original manual paperwork and hard copy reports are filed and maintained in the Records file folders.

7241 CORRECTION OF FIELD REPORTS

B. Procedure

1. Records personnel are required to validate the correctness of case report numbers and are authorized to change incorrect case report numbers.

7242 NATIONAL INCIDENT BASED REPORTING

B. Procedure

1. Prior to giving final approval to incident data in the Records Management System (RMS), Records personnel will validate all reports to ensure compliance with the appropriate classification and mandatory reporting elements as delineated in the NIBRS reporting manual and make necessary corrections.

2. System Analysts shall further inspect incident reports to clear all errors prior to compiling a flat-file for NIBRS submission.

3. Monthly electronic transfers of data will be submitted to the Colorado Bureau of Investigation by the Record's System Analysts.

7243 SUMMONS CHECK OUT AND CONTROL

B. Procedure

1. All summons utilized by enforcement personnel should be issued through the Records Section.

2. At the time of issuance, the enforcement personnel shall sign for the corresponding book and acknowledgment of the following statement:

"I acknowledge that all summonses assigned to me through this checkout procedure need to be accounted for. I will not destroy any summonses assigned to me. All canceled summonses must be returned to the Records Section along with a summons cancellation form. All unused summonses must be returned to the Records Section for appropriate handling."

3. The number of summons books that can be checked out at any one time by an individual will be limited based upon the assignment of that individual.
4. When all summonses in any given summons book have been issued, the agent must return the empty cover to the Records Section. At that time, the corresponding log will be checked to confirm that all summonses have been accounted for.

5. When the Court recalls summonses for any reason, a memo will be sent to all personnel who are authorized to issue summonses and each person in possession of recalled summonses will then be responsible for returning the recalled summonses to the Records Section. The recalled summonses should only be returned to the Records Section, not the Court.

6. When personnel that are authorized and in possession of summonses leave employment with their respective Departments/Agencies they must return all un-issued summonses to the Records Section prior to receiving their final paycheck.

7. On an annual basis, Records personnel will conduct an audit to account for all summonses that are not accounted for on the control sheets.

C. Rule

1. The Records Section is responsible for monitoring the proper issuance and accounting of all summons enforcement forms utilized by the Lakewood Police Department and other persons authorized to possess and issue same.

7244 SUMMONS TRANSMITTAL FROM RECORDS SECTION TO COURT

B. Procedure

1. Information Management Technicians shall log all incoming summonses in the appropriate summons checkout logbook. The summons checkout and audit sheet shall contain the case report number associated with the summonses, along with the agent that issued the summonses and the initials of the Records person logging said summonses.

2. All summonses shall be transmitted to the respective courts each working day.

3. All county penalty assessment summonses shall be mailed to the Department of Motor Vehicles (DMV) each working day.

4. Each working day the promise-to-appear county summonses shall be mailed to the County Court.

   a. Within 5 days of the issuance of a county promise-to-appear summons, all copies including the DA copy, shall be filed with the Clerk of the County Court.

5. All summons numbers issued will be entered into the automated records management system either in the citation module or in the arrest entry
6. A copy of all municipal and county summonses shall be, imaged and attached to the computer entry, and the copy filed by case report number in the case report files.

7. When the District Attorney's Office requires copies of reports on a case initiated by a county summons and complaint, they will request the same by use of the routine "DA Letter", or telephone call to the Records Section. The Records Section shall then arrange for delivery of all reports to the District Attorney's Office by courier.

**SUMMONS CORRECTION/CANCELLATION REQUEST PROCEDURE**

**B. Procedure**

1. The summons correction/cancellation request form is in triplicate and shall be completed by an agent through his supervisor. Records Section personnel may initiate a summons correction/cancellation request form when the required correction is a case report (CR) number.

2. The original and second copy of the form shall be attached to the concerned summons (if available) and forwarded to the Records Section.

3. Records Section personnel shall maintain one copy for filing with the Records Section copy of the summons and forward the court copy of the summons and the summons correction/cancellation request form to either the Municipal Court Clerk or County Court Clerk.

4. If a county summons correction/cancellation form is without a case report number, Records Section personal shall maintain the original summons and correction/cancellation request in a designated location in chronological order by summons number within the Records Section.

5. The summons correction/cancellation request form can also be utilized to correct an error on a previously issued summons and complaint, which has already been processed through the Records Section and forwarded to the appropriate court. The Records Section shall file one copy of the summons correction/cancellation request form with the concerned summons and forward the original of the request to either the Municipal Court Clerk or to the County Court Clerk.

**C. Rule**

1. The Records Section shall be responsible for forwarding the summons correction/cancellation request form to the appropriate court.

**SUMMONS AUDIT LOGS**

**B. Procedure**
1. When a summons logbook is completed, the Records Section will conduct an audit of outstanding, non-cancelled summons. When a summons is missing and there is no accompanying paperwork to cancel it, an Audit Memorandum will be completed and forwarded to the Agent or other individual responsible for the summons. A second copy of the memorandum will be kept with the summons logbook.

2. If the appropriate summons and/or cancellation is not received in the Records Section; a second copy of the memorandum will be sent to the employee’s supervisor. If no response is received, copies of the two memos will be sent to the employee’s commander for a determination of action.

3. If the employee does not have the summons or an appropriate cancellation form, they shall complete a memorandum explaining the missing document and forward the memorandum via their chain of command to their commander for review and a determination of action.

4. The Records Section shall create an annual audit report detailing the summons audit log process findings.

C. Rule

Summonses are considered legal documents and it is important to monitor the number of lost, misplaced, or mishandled summonses. Such instances shall be fully documented.

7250 RECORDS SECTION WARRANT PROCEDURES

B. Procedure

1. Municipal Warrants

   a. Upon receipt of a municipal warrant, Records Section personnel shall time stamp each warrant, and then enter appropriate information into the Police Records Management System, and in the Colorado Crime Information Center (CCIC) computer system. Entry and processing of domestic violence and probable cause warrants should be handled immediately. Warrants with the offense of Domestic Violence will also be entered into the National Crime Information Center (NCIC) computer system.

      (1) On all warrants entered into the NCIC Computer System, a Validation Technician shall validate the integrity of the information by reviewing the entry and initialing the paperwork to confirm their review.

   b. The warrant shall then be placed in alphabetical order in the active warrant file in the Records Section.

   c. A warrant may only be removed from the active warrant file under the following circumstances:

      (1) When an agent notifies Records that an arrest has been made on
the fugitive.

(2) When an outside agency takes a fugitive into custody and that fugitive bonds out on the Municipal Warrant.

(3) When a fugitive is taken into custody by other than a Jefferson County agency but is being held by them pending extradition proceedings on their own charges, the record type of the warrant will be entered as HELD (HLD,) and placed in the abeyance warrant file in alphabetical order. The warrant will stay in that “abeyance” status until they are transported by the Municipal Court Marshals or they bond on the said warrant.

(4) When notification by the Municipal Court Marshal that the fugitive has been arrested and incarcerated or the warrant has been cancelled by the courts.

d. When a fugitive is arrested on a Domestic Violence and/or a Restraining Order Violation related to Domestic Violence, or any other crimes as outlined in the Victims’ Rights Act, the victim of the incident shall be notified.

e. Upon notification of the defendant’s arrest or of the cancellation of the warrant, Records Section personnel shall be responsible for removing the warrant from the CCIC/NCIC systems.

(1) The Police Records Technician shall document the following information on the Warrant Cancellation form: agency making the arrest, the date of the arrest, and the initials and employee number of the Records Technician processing the cancellation. The warrant shall then be placed in the folder to be picked up by the Court Marshals.

2. County Warrants

a. All County felony, misdemeanor and traffic warrants shall be electronically entered into CCIC by the Jefferson County Courts as CICJIS (Colorado Integrated Criminal Justice Information System) warrants.

b. When a “walk through” warrant is issued after hours when the courts are closed, the Records Section shall enter that temporary “walk through” warrant onto CCIC/NCIC. When the electronic CICJIS Warrant is received the following business day, it shall be packed and entered into NCIC and the initial entry, made by the Records technicians, shall be cancelled.

c. The Fugitive Warrant Technician, who is assigned to the Records Section shall be responsible for maintaining and processing LPD warrants and related activities including:

(1) Preparing information folders for the Records Section. The folder will contain the CICJIS Warrant teletypes as
well as an attempted warrant service form.

(a) Felony and domestic violence (DV) warrant folders shall be filed and shall contain the CICJIS Warrant, a Criminal History, DMV information and arrest/criminal history information.

(b) Entering the warrant into the warrant module of the Records Management System, and maintaining and updating that computerized version of the warrant as necessary to show the current and appropriate status.

(c) The warrant shall be placed in alphabetical order in the active warrant file in the Records Section.

d. A warrant may only be removed from the active warrant file under the following circumstances:

(1) When an agent notifies records that an arrest has been made on the said fugitive.

(2) When an outside agency takes a fugitive into custody and that fugitive bonds out on the County Warrant.

(3) When a fugitive is taken into custody by other than a Jefferson County agency but is being held by them pending extradition proceedings on their own charges, the record type of the warrant will be entered as HELD (HLD) and placed in the abeyance warrant file in alphabetical order. The warrant will stay in that “abeyance” status until they are transported to the Jefferson County Jail or bond on the said warrant.

(4) When notified by the Jefferson County Court that the warrant has been cancelled.

e. The Fugitive Technician shall be responsible for:

(1) Coordinating the placement of detainers against subjects incarcerated in other jurisdictions who are also wanted on LPD warrants.

(2) Maintaining an abeyance file (held status) denoting persons incarcerated in other jurisdictions who are also wanted on LPD warrants.

(3) Coordinating attempted service of warrants from other jurisdictions when the person is believed to be residing or employed in the city limits of Lakewood.

(4) Coordinating efforts and activities between the Jefferson
County District Attorney's Office and the Jefferson County Sheriff's Department Fugitive Detail, to ensure the expeditious and efficient handling of detainers, governor's warrants, writs, extraditions, and other special proceedings.

(5) Notifying concerned investigators regarding the whereabouts or apprehension of LPD fugitives.

(6) Notifying crime lab personnel pertaining to the apprehension of LPD fugitives being held on charges of “failure to register as sex offender.”

(7) Coordinating and tracking the movement of arrestees by the transport unit from the Jefferson County Jail and documenting this transport.

f. When a hard copy of the cancelled warrant is available in the warrant folder, one copy of the cancelled warrant shall be returned to the Court. The reason for cancellation shall be written on the bottom of the warrant.

C. Rule

1. The Records Section shall be responsible for all entry and tracking of warrants issued by the Lakewood Municipal Court and the County or District Courts of Jefferson County into the CCIC and/or NCIC Computer Systems, and for the teletypes, sent or received, regarding these warrants.

7251 COMPUTERIZED CRIMINAL HISTORY RECORDS

A. Policy

This department shall maintain computerized criminal history records, which shall be created and maintained by the criminal history unit of the Criminalistics Section.

B. Procedure

1. DEFINITION: A criminal history record is the information collected by this department on individual(s), consisting of finger and palm prints, identifiable physical descriptors, photographs, notations of arrest, detention, indictment or other formal criminal charge(s), or the registration of such individual(s) as a result of sentencing, correctional supervision, court order, licensing or employment application or other legal requirement to be fingerprinted and photographed. A criminal history record is created or amended only upon positive identification of the subject of the criminal history record.

C. Rule
1. Information obtained from criminal history records shall be accessed for official use only, as authorized by State or Federal law, and not for personal use.

2. Except for personnel of this Department, all requests to obtain copies of criminal history records will require the request to be documented upon a Records Release form.

3. The original Records Request form used to obtain a copy of a criminal history record shall be filed in the miscellaneous filing cabinet, in alphabetical order. These requests shall be maintained for 1 year and then destroyed per the Police Department’s Records Retention Schedule.

7260 MUNICIPAL COURT BONDS

B. Procedure

1. The Records Section shall accept bond monies for the Lakewood Municipal Court at times other than the Court's normal working hours.

2. Records Section personnel shall verify the warrant or summons for which bond is to be posted.

3. The Records Section shall be authorized to accept only 3 types of bonds:
   a. Cash bonds received from the arrestee or a surety.
   b. Bail bond received from an authorized, licensed bondsman.
   c. Personal recognizance (PR) Bonds based upon limited established procedures.

4. If the bond being accepted is for a warrant, the court return date shall be determined in compliance with the Municipal Court’s work schedule.

5. The necessary bond release papers shall be completed and the proper cash amount received. When more than one charge exists at the municipal level, the defendant or surety shall only be required to post the highest set bond. If multiple warrants exist, the subject shall post bond on all warrants.

6. The money received shall be verified by a 2nd individual before it is placed in the bond envelope, which shall then be sealed, dated, and initialed. The transaction shall be recorded on the municipal bonding log.

7. A Bond processing fee shall be collected on all bonds, regardless of bond type.

8. On all domestic violence related summons, the bond must include a condition of bonding which notes that the bonding defendant shall have no contact with the victim or any witness in the associated case.
9. A Municipal Court employee will respond to the Records Section each morning, Monday through Friday, to sign for and receive all bonds received by the Records Section.

C. Rule

1. Any Records Information Technician must be sworn in by a Lakewood Municipal Court Judge, to be authorized to accept bonds on any traffic or misdemeanor warrant issued out of the Lakewood Municipal Court or any other metro area municipality (Courtesy Bonding).

2. No checks shall be accepted for bonds processed by the Records Section.

3. All personnel shall be prohibited from suggesting or recommending a bail bondsman.

4. A check of the "On the board" list of sureties will be made. If the bondsman is listed, he is not permitted to post a bond for the defendant.

5. Audits of funds and financial records shall be conducted in accordance with the City's Department of Finance procedures.

7261 COUNTY COURT BONDS (Station House Bonding)

B. Procedure

1. Any Records Information Technician who has been sworn in as a Jefferson County Court Clerk for the purpose of bonding is authorized to accept bond monies, with charges of traffic or misdemeanors, for all Counties within the State of Colorado. This authorization includes bonding for Colorado State Patrol Warrants.

2. Records Section personnel shall verify the warrant or summons for which bond is to be posted.

3. The Records Section shall be authorized to accept only:

   a. Cash bonds received from the arrestee or a surety.
   b. Bonds involving licensed professional bail bondsmen as authorized by the State of Colorado Division of Insurance.
   c. Personal Recognizance (PR) bonds, if specifically stated on the warrant entry or authorized by a County Judge.

4. Court return dates shall be determined in compliance with specific schedules as provided by the County Court.

5. Bond release documents shall be completed when the appropriate cash amount is received and sealed in the bond envelope. The transaction shall be recorded on the county bonding log. When more than one charge or warrant exists at the county level, the defendant or surety shall be
required to post bond on each warrant, and on the highest bond amount for more than one charge.

6. A Bond processing fee shall be collected on all bonds, regardless of bond type.

7. Monday through Friday, the bond envelopes shall be opened, verified and transferred for deposit to the Accounting Division of the Department of Finance.

8. A request for payment shall be completed for issuance of a check to the appropriate County Court. The check and appropriate bonding forms shall be mailed to the Court.

C. Rule

1. No checks shall be accepted for County bonds processed by the Records Section.

2. The Records Section shall not be authorized to accept felony bonds or District court bonds. These arrestees shall be transported to the Jefferson County jail.

3. All personnel shall be prohibited from suggesting or recommending a bail bondsman.

4. A check of the “On the board” list of sureties will be made. If the bondsman is listed, he is not permitted to post a bond for the defendant.

5. Audits of funds and financial records shall be conducted in accordance with the City's Department of Finance procedures.

7270 COMPLETION OF PRETRIAL INFORMATION FOR THE DISTRICT ATTORNEY’S OFFICE

B. Procedure

1. After receipt of the District Attorney's letter requesting pretrial information, the Records Section secretary shall place the letter in the appropriate bin.

2. Records Section personnel shall prepare photocopies of all documents pertaining to the case, attach a copy of the District Attorney's request to the original case file and return it to the case files. The photocopies are placed in the basket marked “D.A.’s Office.”

3. Requests from the District Attorney's Office for pretrial information shall be transmitted to the District Attorney's Office via courier prior to the pretrial hearing date.
B. Procedure

1. Vehicle impound reports shall be entered in the Records Management System, vehicle section, according to entry protocol.

2. Records Section personnel shall enter the impound information into the Colorado Crime Information Center (CCIC) vehicle file.

3. When a vehicle impound report (VIR) is received in the Records Section on a police hold, the investigator shall respond to the Records Section as soon as the vehicle becomes available for release. The investigator shall sign off the VIR and initial the vehicle impound log. It shall be the responsibility of the investigator to notify the registered owner of the status change. It shall be the Records Section clerk's responsibility to notify OPG of any status change.

4. The vehicle impound report shall be filed by vehicle make in the vehicle impound file and shall remain there until the vehicle has been released.

5. The following persons may obtain the release of a vehicle in the custody of Police Department's Official Police Garage (OPG):

   a. The registered owner.
   b. The spouse of the registered owner.
   c. The registered owner's legal representative holding power of attorney.
   d. An individual possessing a notarized Police Department notice of authorization.
   e. The legal owner holding title to the vehicle (lien holder).
   f. A notarized letter of authorization from the registered owner.

6. Prior to driving a vehicle from the Police Department’s Official Police Garage (OPG), proof of current automobile insurance will be required. Each person obtaining a release of vehicle form from the Records Section will be asked to provide proof of insurance. If this proof cannot be established, the impound form shall be stamped with a notification to OPG that due to no proof of insurance, the vehicle will need to be towed from the impound lot.

7. The person meeting the above qualifications must provide personal identification in one of the following forms:

   a. A current Colorado driver’s license.
   b. Military separation papers (DD214).
   c. Out-of-state driver’s license.
   d. Birth certificate.
e. Expired driver’s license.
f. Other photo identification with signature.

8. If the preceding conditions are met and the vehicle is available for release, the requesting party and the Records Section employee shall each sign the appropriate sections of the vehicle impound report.

9. A photocopy of the vehicle impound report with the tow bill attached shall be given to the requesting party by the Records Section personnel.

10. The requesting party may then go to the Police Department’s Official Police Garage, present the photocopy of the vehicle impound report to the Official Police Garage personnel, pay all the charges in cash, and receive custody of the vehicle.

11. Immediately after giving the requesting party the photocopy of the vehicle impound report and tow bill, the Records Section employee shall cancel the vehicle entry from CCIC, record the appropriate information in the Records Management System, and file the original vehicle impound report.

C. Rule

1. No vehicle shall be released from the Police Department Official Police Garage without the proper release documents.

7290 JUVENILE RECORDS

A. Policy

By automated and specific indexing, the Police Department identifies juvenile records in accordance with provisions of the Colorado Children’s Code and the Colorado Criminal Justice Records Act. These records are subject to the same retention and disposition requirements as other criminal justice records and shall be retained when the juvenile reaches adult age. Juvenile records shall be identified as such throughout their life cycles.

B. Procedure

1. See Title 19, the Children’s Code, Colorado Revised Statutes.

2. See 24-72-301 of the Colorado Revised Statutes, the Criminal Justice Records Act.

7291 ANNUAL AUDIT OF THE POLICE DEPARTMENT’S CENTRAL RECORDS COMPUTER SYSTEM

A. Policy
To preserve the integrity of the computer system and ensure that the security system is in place, the Information Technology Department will perform an annual audit of the Police Department's central records system. The Records manager will request the annual audit and be provided the findings. The purpose for the annual audit is to establish verification of all users' passwords, access codes, or access violations. This procedure will ensure a regular check of passwords, access codes and access violations as well as other security devices available to maintain the security of the records contained in the system.

B. Procedure

1. The Records manager will request an annual audit of the Police Department’s central records system to be completed by the I.T. Department.

2. The audit will be done to identify and verify all users’ access codes and passwords and to verify access violations.

3. The audit will consist of checking each computer physically, and any system adjustments necessary will be done at that time.

4. A list of users and the corresponding access will be updated and maintained to verify current users and delete user access that has been removed. A copy of this list will be forwarded to the Records Manager.

5. The I.T. department will maintain system users & access information. The Police Department will control Access rights into the Police software and databases.

6. The I.T. Department security network engineer monitors access violations through the computer system’s current capabilities.

7. A list of all access violations identified by the I.T. network engineer will be provided to the Records Manager at the conclusion of the annual audit and upon request throughout the year.

C. Rule

1. The extent of the system’s security audit will be dependent on the capabilities of the current computer software and system.

2. All files and documentation from the annual audits will be maintained in both the I.T. Department and the Records Section of the Police Department. This information will be available only to authorized personnel determined by the Chief of Police.

3. Any identified access violations will be reported to the Records Manager, the Support Services Division Chief, the Police Chief and Director of I.T.