



Approved:
Chief Marcia Harnden

Subject:

600. Records Section

Effective:
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CALEA Standards: 42.1.3, 82.1.4

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600.1: PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Albany Police Department Records Section. The policy addresses access to department files and internal requests for case reports.

600.2: POLICY

It is the policy of the Albany Police Department to maintain department records securely, professionally and efficiently.

600.3: FILE ACCESS AND SECURITY

The security of files in the Records Section shall be maintained as mandated by state or federal law.

All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview records, and publicly accessible logs, shall be maintained in a computer database which is accessible only by authorized members of the Department.

Criminal History (CCH) records will be destroyed and are not to be retained once their usefulness has expired.

600.4: CONFIDENTIALITY

Records Section 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 the [Records Maintenance and Release: Policy 0601](#) and the [Records Manual](#).

600.5: REPORTING CRIME STATISTICS

- a. Oregon National Incident Based Reporting System (O-NIBRS) codes shall be assigned to all crime reports in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program.
- b. Records Section personnel are responsible for ensuring that accurate information is entered into the Albany Police Department data system and that such information is transmitted on a monthly basis to the Oregon State Police Law Enforcement Data System (LEDS) ([ORS 181A.225](#)).