



Colorado Springs Police Department

Standard Operating Procedure

DL-122-15 Colorado Address Confidentiality Program Section 100 – Organizational Values and Structure

Effective Date: 11/25/2019
Revision Rescinded: N/A
Last Review Date: 10/21/2020

.01 Purpose

The purpose of this directive is to provide information on the Address Confidentiality Program (ACP) and to provide direction to department members when an individual presents an ACP authorization card.

.02 Cross Reference

[GO 1345 Treatment of Victims/Witnesses & Victim Rights Notification](#)
C.R.S. § 24-30-2101, et seq.

.03 Definitions

Address Confidentiality Program (ACP): a statewide program that provides victims of domestic violence, sexual offenses, and/or stalking/harassment with a legal substitute address for interacting with all state and local government agencies. The program also provides a confidential mail forwarding service. The legislative intent is to protect the location of a victim's actual address and reduce the risk of future harm.

.04 Procedure

All ACP participants are provided with an authorization card, which reflects their substitute address (see Figure 1, below). The card remains valid for as long as the participant remains certified under the program.

Department personnel who are presented with an ACP authorization card will use the address on the card (the "substitute address") as the actual address for the victim on all documents to include police reports, records requests, and summonses with the reference to the fact that the person is in the ACP and that personnel responded to an address in the department's jurisdiction.

When department personnel is presented with an ACP authorization card and needs to verify that the person is a participant in this program, they may contact ACP at **(REDACTED)** or the Victim Advocacy Unit (VAU) to verify the individual's status in the program.

The ACP has an expedited process for disclosing a participant's actual address when it is required pursuant to a criminal justice investigation, proceeding, hearing, or trial. A criminal justice agency or official may submit a written request on agency letterhead that is signed by the officer and their direct supervisor or they can submit a notarized "Emergency Disclosure of Information" form available on the ACP website.

If department personnel are in contact with a victim who would like to learn more about the ACP and the enrollment process, the victim can be directed to contact VAU for more information and assistance in enrolling into the program.

Emergency Notifications from an ACP Participant

In the event that an ACP participant calls 911, they will be voluntarily releasing their address information for an emergency response. If the participant informs the responding officers of their participation in ACP and shows their authorization card, the substitute address should be placed in the case report.

It will be incumbent upon the ACP participant to contact the CSPD Communication Center to request a redaction of the incident/reported address from the CAD call screen, as needed. The ACP participant may also contact the CSPD VAU to assist in this process.

More information can be found on the ACP website, www.colorado.gov/acp.

Figure 1. State of Colorado Address Confidentiality Program Card

(REDACTED)