


Fort Collins Police Services

Policy Manual

 FORT COLLINS POLICE	POLICY	806
	TITLE	Records Policy

806.1 PURPOSE AND SCOPE

The Records Manager shall keep the Agency Records Policy continuously updated to reflect the most current law, regulation, and procedures regarding the handling of the Agency's official records.

806.2 NUMERICAL FILING SYSTEM

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 1100001 would be the first new case beginning January 2, 2011.

The Computer Aided Dispatch (CAD) system assigns unique numbers to the incident as well as the case number.

806.3 PRIVACY POLICY

The Records Manager shall apply and assist in the development and maintenance of the Agency's policy standardizing the collection, storage, transfer, and use of personally identifiable information pursuant to CRS § 24-72-502. Minimally, the policy shall include:

- (a) A declaration supporting the protection of individual privacy.
- (b) Standards which minimize the collection of personally identifiable information to the least amount of information required to complete a particular transaction.
- (c) The applicability of the Colorado Criminal Justice Records Act.
- (d) A method of feedback from the public on compliance with the privacy policy.
- (e) Notation that the policy applies to the collection of all personally identifiable information, regardless of the source or medium.

The privacy policy shall be published on the Agency's website.

806.2 RECORDS MANAGER TRAINING

The Records Manager shall receive training in records management, including proper maintenance, retention, and disposal of records and the proper release of records under state and federal law.

806.3 NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS)

The Agency will participate in the National Incident Based Reporting System (NIBRS) program by reporting all criminal offenses and arrest data to the Colorado Bureau of Investigations (CBI).

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- (a) All NIBRS statistics will be completed for the month prior by the 7th day of each new month.
Example: Statistics for January will be submitted by February 7th.
- (b) The Agency may choose to submit the data either online or by other approved methods in accordance with CBI guidelines.