

	<b>PARADISE VALLEY POLICE GENERAL ORDER</b>  <b>General</b>	Order Number
		82.1
		Date
		01-24-17

## 82.1 General

- A. The Records Section is responsible for the maintenance of all completed original Department Reports (DR), traffic records and other *departmental* records, including all juvenile records. The records are kept in accordance with national and *state* requirements for privacy and security in criminal history records information. In accordance with those requirements, access to the records room or electronic storage center where the records are kept is limited and tracked. Most records are kept online where various security features limit access. The records are subject to release in accordance with the Arizona Public Records Act. Records are maintained as required in the established records retention and destruction schedules.
- B. The Records Section is also responsible for collecting and submitting required information about crime data to the *Arizona Department of Public Safety* and *Federal Bureau of Investigation (FBI)* as part of the *Uniform Crime Reporting System (UCR)* or *National Incident Based Reporting System (NIBRS)*.
- C. The Records Section operates in accordance with this *order*, which *shall* be maintained and kept up to date by the *employee* in charge of the records section.
  1. This shall include a traffic record system containing traffic accident data and traffic enforcement data, as well as the criteria and procedures for review and release of communication records.
- D. Each call for service that results in a *DR*, traffic collision *report* or miscellaneous *report* is assigned a unique *report* number. The number format is the same for all types of *reports*. The first four digits are the year the *report* is taken in, and the remaining digits are sequential to the incidents for that year. All *reports* related to this incident *shall* reflect the *report* number. The original *reports* are indexed into the *records management system* and tracked according to procedures established in the Section Manual. Reports shall be tracked so that it is apparent when a report is missing and/or overdue as proscribed by patrol procedures. Records shall advise sergeants of any missing/overdue reports from assigned personnel.
- E. Security for the *records management system* includes:
  1. data back-up;
  2. storage;



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3. access security; and
  4. rotating passwords
- F. Reports, including arrest and identification records involving juveniles shall be maintained within the Department's files, but shall be identified by a colored dot and stored separately. State statutory law does not provide any special confidentiality for juvenile records nor does it provide for the destruction of juvenile records upon the juvenile reaching the age of 18 in the absence of a court order.
- G. Court ordered expungements will be complied with by following the court order to include the destruction of all paper and electronic files that pertain to the court order, such as removal of link between juvenile name and report number.

