

	CLAY COUNTY SHERIFF'S OFFICE		Policy 802
	SUBJECT: RECORDS CENTER	Approved by: Sheriff Will Akin	
	ISSUED: 09/29/2016	REVISED: 04/11/2023	CANCELS:
	CALEA References:		

802.1 PURPOSE AND SCOPE

- (a) The Fiscal Services Division Commander shall keep the Office Records Center procedures on a current basis to reflect the process being followed within the Records Center. Policies and procedures that apply to all employees of this office are contained in this chapter.

802.1.1 NUMERICAL FILING SYSTEM

- (a) Case reports are filed numerically by Records Center personnel.
- (b) 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 12-00001 would be the first new case beginning January 1, 2012.

802.2 POLICY

- (a) This policy establishes the guidelines for the operational functions of the Clay County Sheriff's Office Records Center. The policy addresses office file access and internal requests for case reports.

802.3 FILE ACCESS

- (a) The security of files in the Records Center must be a high priority and shall be maintained as mandated by state or federal law. All case reports, including but not limited to initial, supplemental, follow-up, evidence and all reports related to a case, shall be maintained in a secure area within the Records Center, accessible only by authorized Records Center personnel. Access to case reports or files when Records Center staff is not available may be obtained through the Shift Supervisor.
- (b) The Records Center will also maintain a secure file for case reports deemed by the Sheriff as sensitive or otherwise requiring extraordinary access restrictions.

802.3.1 REQUESTING ORIGINAL REPORTS

- (a) Generally, original reports shall not be removed from the Records Center. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Custodian of Records. All original reports removed from the Records Center shall be recorded on the report check-out log, which shall constitute the only authorized manner by which an original report may be removed from the Records Center.
- (b) All original reports to be removed from the Records Center shall be photocopied and the photocopy retained in the report file location of the original report until the original is returned to the Records Center. The photocopied report shall be shredded upon return of the original report to the file.

802.4 RECORDS MANAGER TRAINING

- (a) The Custodian of Records 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.

802.5 PRIVACY POLICY

- (a) The Custodian of Records shall apply, and assist in the development and maintenance of, the organization's policy standardizing the collection, storage, transfer and use of personally identifiable information pursuant to § 610.010, RSMo et seq. Minimally, the policy shall include:
 - 1. A declaration supporting the protection of individual privacy.
 - 2. Standards which minimize the collection of personally identifiable information to the least amount of information required to complete a particular transaction.
 - 3. The applicability of the Missouri Sunshine Law.
 - 4. A method for feedback from the public on compliance with the privacy policy.
 - 5. Notation that the policy applies to the collection of all personally identifiable information, regardless of the source or medium.
- (b) The privacy policy shall be published on the office's website

802.6 DATA COLLECTION

- (a) The Custodian of Records will collect and report all crime and police stop data as required by law (§ 43.505, RSMo). This includes assisting the Sheriff with the submission of an annual report to the office of the Attorney General consisting of the information gathered from traffic stops pursuant to § 590.650, RSMo.

802.7 USE OF FORCE REPORTING

- (a) The Custodian of Records shall ensure that use of force reports are submitted to the Missouri Department of Public Safety on a monthly basis (§ 590.1265, RSMo.).