



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

Records of Complaints

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: 38.10 STANDARD NUMBER: 52.1.10	REVIEW DATE: 03/01/05 REVISION DATE: 03/01/05 APPROVED: <u> ** On File </u> Sheriff Signature
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38.10.1 Purpose

To protect member privacy and confidential information; to designate those authorized to have access to the investigation reports of complaints made against this Office and its members.

38.10.2 Rationale

The information gathered during an Internal Affairs investigation can be very sensitive and stigmatizing, including background information on the accused and confidential informant information. Furthermore, some information may be derived through *Garrity* warnings and not admissible in any subsequent criminal court proceedings. In accordance with GRAMA, such information must be protected from general dissemination and access limited to those whose authority and responsibilities require access to some or all of the protected information. This is done to protect the rights and privacy of the accused, the accuser and others involved in the investigation.

38.10.3 Definitions

- A. GRAMA (Government Records Access Management Act) – Utah legislation that designates government records as public, private, protected, etc.

38.10.4 Policy

- A. The Weber County Sheriff's Office maintains a record of all complaints received against the Office and/or its members.
- B. The records of all internal investigations are under the direct control of the Sheriff and are maintained in a secure storage closet in the Administrative

Offices area.

38.10.5 **Procedure**

- A. Internal investigation files shall be kept in a locked file cabinet or drawer separate from individual personnel records.
- B. A log is maintained by the Administrative Assistant documenting entry, by authorized personnel, to the storage area and locked files.
- C. The Sheriff, Chief Deputies, Professional Standards Bureau Commander and the Internal Affairs Unit Supervisor and Inspectors are the only persons who may routinely access Internal Affairs files. All others must have the written permission of the Sheriff to access the files.
- D. No copies of any Internal Affairs files will be made without submitting a written request to the Sheriff explaining the reason for the request, and receiving the Sheriff's written permission to do so.

38.10.6 **References**

- A. GRAMA (Government Records Access Management Act), Utah Code Annotated 63-2-304(9)