

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Distribution of Reports and Records		CHAPTER/SECTION NO.: 54.15	
EFFECTIVE DATE: 10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u><b>** See Master File Sheriff</b></u>	
STANDARD NUMBER: 82.2.5			

## 54.15 Procedures

### 54.15.1 Intra-Office Distribution

- A. Completed case reports are entered directly into Versaterm by reporting deputies or are routed to the Central Services Section for processing.
- B. Copies of case reports requiring follow-up shall be routed by the shift supervisor to the appropriate investigative section or unit.
- C. Citations are entered into Versaterm and filed.

### 54.15.2 Distribution to Outside Agencies

- A. Case reports are distributed to authorized law enforcement agencies submitting a request to the Central Services Section.
- B. Copies of case reports are distributed to authorized prosecutors for further action or prosecution, on a daily basis.
- C. Distribution of reports should only be done after the case has been completely processed by records personnel. Due to the limited time line for court proceedings, the following exceptions require some reports to be forwarded to other agencies before being entered into the computerized records system:

1. If a custody arrest has been made, the handwritten report will be copied along with the arrest information and sent to the County Attorney's Office or the City Attorney's Office for contract cities.
2. If a misdemeanor citation is issued, the report will be entered into the computer and a printed report along with the misdemeanor citation will be sent to the court.

54.15.3 Distribution List and Frequency

- A. Criminal Cases (Daily)
  1. Weber County Attorney's Office or,
  2. City Prosecutor's Office
- B. Traffic Cases (Daily)
  1. Weber County Attorney's Office or,
  2. City Prosecutor's Office
- C. Traffic Citations (Daily)
  1. Justice Courts
- D. Utah State Impound Reports (Daily)
  1. Utah State Division of Motor Vehicles
- E. Utah State Accident Reports - DI-9 (Daily)
  1. Utah State Driver's License Division
- F. NIBRS Reports (Monthly)
  1. Utah Bureau Criminal Information
- G. Animal Ordinance Violations (as requested)
  1. Animal Control Section
- H. Family Law Violations (as requested)
  1. Division of Family Services
  2. Adult Protective Services

I. Other Criminal/Records (as requested)

1. Authorized outside agencies

- 54.15.4 Copies of case reports may be purchased by authorized individuals for a set fee for specific purposes in keeping with the security standards as set forth in section 54.1.
- 54.15.5 Media representatives are allowed to view the case log, not the actual reports.
- 54.15.6 All distribution of reports or records are subject to the privacy and security precautions covered in section 54.1.
- 54.15.7 The costs for copying of case reports and other legal documents will be posted in a conspicuous place in the records area that can be seen by the general public.
- 54.15.8 The rates of copying and other services will be adjusted on an annual rate, in accordance with Weber County and state law, by the Investigations and Support Bureau Commander.
- 54.15.9 Access to Other Agency Reports
  - A. Versaterm software allows mutual viewing of all reports entered into the records system by all participating law enforcement agencies, unless records have been "privatized" or made "invisible."
  - B. Only originating agencies are able to change information to their own reports.
  - C. Participating agencies are only allowed to release information from their own records.
  - D. "Privatized" Reports
    - 1. Individual reports may be privatized by the originating agency, and the computer screen will signify the report as "PRIVATIZED" with no other access to

report information.

2. The privatizing agency may restrict access to a report/s, to specific personnel within that agency.
3. The privatizing agency may release some or all of the information privatized, to another agency upon request.

E. "Invisible" Reports

1. Individual reports may be made "invisible" by the originating agency, and the computer screen will display no information of any kind regarding the case.
2. The originating agency may restrict access to specific personnel within that agency.

F. Over Riding Privatization or Invisible Features

1. Only by authorized supervisory personnel,
2. Over riding originating agency restrictions may be only be accomplished by the originating agency,
3. All changes to cases are tracked by Versaterm, regarding: the person making changes, notation of changes made ("notes" area of case screen), and the over riding of restriction features.