

WEBER COUNTY SHERIFF'S OFFICE		POLICY AND PROCEDURES	
SUBJECT: Operational Records Maintenance		CHAPTER/SECTION NO.: 54.21	
EFFECTIVE DATE:10/7/03		REVIEW DATE:	
AMENDS/SUPERSEDES: See attached sheet		APPROVED: <u>** See Master File</u> Sheriff	
STANDARD NUMBER: 82.3.5			

54.21 Policy

- 54.21.1 Operational units will forward original investigative copies to records in a timely manner (daily or weekly) and retain or refer investigative copies to appropriate sections or units for continuing follow-up use.
- 54.21.2 Sensitive or confidential investigative reports, i.e., intelligence, vice, narcotics, are maintained by the appropriate Bureau/Section and forwarded to the records unit on completion, if applicable to the records unit function.
- 54.21.3 Internal Investigation files will be maintained in accordance with chapter 38.
- 54.21.4 Criminal or Major Case Investigations
 - A. Copies of reports related to criminal investigations or major felony investigations such as Homicide or other Aggravated felony crimes, are maintained in case books/files by the Investigations Section.
 - B. Report copies will remain in the Investigations Section in locked files until no longer required for investigatory or prosecution purposes, and destroyed according to appropriate GRAMA requirements.
 - C. Closed cases and supplemental reports are updated in the Versaterm records system by the investigator or supervisor.