



**WEBER COUNTY SHERIFF'S OFFICE**  
**POLICY AND PROCEDURES**  
**PRIVACY AND SECURITY OF RECORDS**

EFFECTIVE DATE: 10/07/03 AMENDS/SUPERCEDES: See attached sheet STANDARD NUMBER: 82.1.1	REVIEW DATE: 06/11/09 REVISION DATE: 06/11/09 APPROVED: _____ Sheriff Signature
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**54.1.1 Purpose**

To facilitate the security and integrity of the central records department.

**54.2.2 Rationale**

To assure that the dissemination of all records meet the legal requirements and that the physical security is maintained according to laws set forth within.

**54.1.3 Policy**

The Sheriff's Office Central Services Section, Records Unit is governed by the State Government Records Access and Management Act (GRAMA), UCA 63G-2-301 and the Privacy and Security Act, Title 28 and BCI rules and regulations.

A copy of these codes, laws, rules, and regulations is maintained by the Central Services Section Office Manager.

**A. Separation of records**

1. The Records Unit will maintain separate criminal history files for adults and juveniles in the Records Unit by entering them into separate files on the computerized records system.
2. The Records Unit will distinguish any hard copy of a police report that involves a juvenile by placing a large orange dot label on the upper right hand corner of the printed report.
3. The Versaterm system distinguishes the juvenile by noting "juv" next to the subjects name.

**B. Juvenile records**

1. The Weber County Sheriff's Office will fingerprint and photograph

juveniles in accordance with Utah Rules of Juvenile Procedure 27 and UCA 78A-6-1104.

2. The procedures for collection, dissemination, and retention of Sheriff's Office records pertaining to juveniles are in accordance with State and Federal law as described above.
3. When disseminating reports to persons outside the public safety community, clerks will, unless otherwise directed, edit out any personal information of the juvenile, such as: name, birthday, address, phone number, etc.
4. Policy and Procedures for expungement of juvenile records are outlined in Utah Rules of Juvenile Procedure 56 and UCA 78-6-1104 and 78-6-1105.

C. Security and access to records

1. The Records Unit will maintain a secure area and filing system, which provides for access by Office personnel, but not the general public.

D. Release of agency records

1. Information released by the Records Unit will be in accordance with GRAMA and other State and Federal statutes and regulations.