



## CLACKAMAS COUNTY SHERIFF'S OFFICE

**Policy # 32**

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

**References:** ORS 180.805, 192 and 357 , OAR 166-005-0000, Oregon State Police – Law Enforcement Data System (LEDS), and Clackamas County Records Management, ORS 181A.820 , and EPP # 42 Personnel Records

### RECORDS MANAGEMENT

#### General

1. Records Management is the practice of maintaining all CCSO records (written, electronic or otherwise) from the time they are created up to their eventual disposal, including classifying, storing, securing, and destruction (or in some cases, archival preservation) of records. All Sheriff's Office records shall be kept confidential, meaning that they will only be read, content divulged, distributed and copied for official use by CCSO employees as authorized by law, policy and practice.

#### Records Custodian

2. The Records Unit Manager is designated as the CCSO Records Custodian/Records Officer. On behalf of CCSO, the Records Custodian will:
- administer and coordinate the storage, retention, review, redaction and provision of all records as required by law;
  - respond to requests for public records; and
  - liaise with Clackamas County Records Management, County Counsel or State Records Officials concerning public records policy compliance.

#### CCSO Records

3. An efficient records management program shall be practiced and maintained by CCSO Divisions, Sections and Units, which shall be responsible for the continuity, accountability and custody of specific CCSO Records as follows:

- Support Services Division;



## CLACKAMAS COUNTY SHERIFF'S OFFICE

### Policy # 32

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

**References:** ORS 180.805, 192 and 357 , OAR 166-005-0000, Oregon State Police – Law Enforcement Data System (LEDS), and Clackamas County Records Management, ORS 181A.820 , and EPP # 42 Personnel Records

- (1). Records Unit for administration of Criminal History Files and custodian of Sheriff's Office Records;
  - (2). Background Unit for recruitment and background records;
  - (3). Training Unit for training records;
  - b. Jail Division for all Jail (inmate) records;
  - c. Civil Section for all civil process records;
  - d. Property and Evidence Unit for all submitted evidence;
  - e. Administrative and Finance Section for administrative, personnel, and budget files;
  - f. Clackamas County Interagency Task Force (CCITF) for all Drug Unit and Task Force reports; and
  - g. Professional Standards Unit (PSU) for all PSU reports, records and evidence.
4. The Support Services Division will ensure an appropriate Records Management program is in place for tracking, retention and retrieval of records within CCSO Divisions, Sections or Units holding records in compliance with State and County policy. The Support Services Division Commander or designee will conduct an annual assessment of CCSO records to confirm records are properly stored, maintained, destroyed or purged, according to law. The assessment will be documented in a report to the Undersheriff.



## CLACKAMAS COUNTY SHERIFF'S OFFICE

### Policy # 32

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

**References:** ORS 180.805, 192 and 357 , OAR 166-005-0000, Oregon State Police – Law Enforcement Data System (LEDS), and Clackamas County Records Management, ORS 181A.820 , and EPP # 42 Personnel Records

### Disclosure/Release of CCSO Records

5. The Sheriff's Office shall complete its response to a written public records request as soon as practicable and without delay in accordance with Oregon Public Records Law. The Records Unit Manager, consistent with the above, shall:

- a. maintain a Public Records Request Log (recording the record requested, receipt date of the request, response date to the request, and any fees levied) and maintain availability to the public of a CCSO Public Records Request Form;
- b. within five business days after receiving a public records request acknowledge receipt of the request or complete the response to the request; and
- c. as soon as reasonably possible but not later than 10 business days after the date by which receipt of the request has been acknowledged, complete the response to the public records request or provide a written statement to the requestor concerning the delay in processing the request and the estimated date of completion based on the information currently available.

6. All public requests for records received by any CCSO Division, regardless of the nature of the request, shall be sent to the attention of the Records Manager for appropriate recording and follow-up action in accordance with the above paragraph.

7. All CCSO employees shall comply with all policies, procedures, and regulations regarding the confidentiality and security of law enforcement records or official reports. No employee shall release or disseminate any criminal history or official report, except as authorized by law or regulation.

### Media Disclosure/Release Information

8. Current event and public safety information may be released by the Public Information Officer directly to the public media. Guidance on Media or Press Releases is contained in the CCSO Policy # 33 Public Information and Media Relations.



## CLACKAMAS COUNTY SHERIFF'S OFFICE

### Policy # 32

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

**References:** ORS 180.805, 192 and 357 , OAR 166-005-0000, Oregon State Police – Law Enforcement Data System (LEDS), and Clackamas County Records Management, ORS 181A.820 , and EPP # 42 Personnel Records

9. The CCSO shall take all necessary steps to ensure prompt disclosure of information concerning crimes, or incidents of substantial importance or interest, to the media. However, information will not be disclosed under the following circumstances:

- a. when such release would prejudice the outcome of an investigation;
- b. when such release would prejudice the outcome of court proceedings;
- c. when such information is exempt from public disclosure; or
- d. when, in the opinion of the Sheriff's Office, such release would prejudice the safety, rights, or privileges of persons identified in either investigations, or employees of the Sheriff's Office.

10. Wanted lists, posters, or descriptions of wanted suspects may be released to the public when authorized by a supervisor. The Public Information Officer will be responsible for coordinating any release of information to the public either directly to the press or via other means.

### Request for Public Records

11. Requests for copies of public records from the media will require completion of a CCSO Public Records Request Form and will be processed by the Records Unit consistent with Oregon Public Records Law.

### Records Unit Access

12. Access to the Records Unit work area is restricted to employees of the CCSO or others as authorized by the Records Unit Manager.

13. Employees may request records directly from the Records Unit with a legitimate and authorized purpose as follows:

- a. **NON-IMMEDIATE REQUESTS FOR RECORDS.** An employee having a need for copies of a Sheriff's Office record is to make that request directly to the records unit. Records personnel will fill the



## CLACKAMAS COUNTY SHERIFF'S OFFICE

### Policy # 32

**Printed copies are for reference only.  
Please refer to the electronic copy for the latest version.**

**References:** ORS 180.805, 192 and 357 , OAR 166-005-0000, Oregon State Police – Law Enforcement Data System (LEDS), and Clackamas County Records Management, ORS 181A.820 , and EPP # 42 Personnel Records

request as quickly as possible and deliver the record to the appropriate Division receptacle and/or notify the employee; and

- b. **REQUESTS FOR SERVICE.** Requests for service, such as copying large quantities of record material or typing reports, are to be made through the Records Unit Manager or designee. CCSO employees are not to approach individual Records Unit employees without prior approval from the Unit Manager or designee.

### Law Enforcement Data System (LEDS)

14. The Records Unit Manager is designated as the Sheriff's Office:
  - a. LEDS representative responsible for ensuring CCSO compliance of the rules, regulations and policies pertaining to the use of LEDS or associated systems as outlined in the LEDS Manual.
  - b. National Crime Information Center (NCIC) representative responsible for monitoring security and assuring compliance of NCIC – FBI operating procedures; and
  - c. National Incident-Based Reporting System (NIBRS) representative, responsible for ensuring CCSO compliance with ORS Chapter 181A concerning the collection and submission of data as outlined by the Oregon Crime Reporting Program and NIBRS.
15. To maintain compliance with the above programs, CCSO employees shall adhere to LEDS access, dissemination and training policies as directed by the Records Unit Manager.