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STANDARD REQUIREMENTS - PROOFS

5.1	Standardized Records Management System	Copy of representative case face sheet and interview of Records staff.
5.2	Recording Calls for Service	CAD report printout of daily activity.
5.3	ACCESS Compliance	Certificate of completion from ACCESS <u>and</u> roster of current users with ACCESS cert expiration dates printed immediately prior to onsite.
5.4	Privacy and Security	Interview with records staff and photo tour of records security.
5.5	Dissemination of Records	PDR instruction docs, completed PDR, screenshot of web page or copy of PDR instructions to public, interview with public disclosure officer.
5.6	Preservation and Destruction of Records	Staff interview confirming destruction processes, representative destruction logs from around agency.
5.7	Processing & Maintaining Written Citations	Copy of monthly audit and interview of Records staff to confirm security of citation issuance process if not Sector (or similar).
5.8	Public Information	Completed/published media release.
5.9	Sex Offender Community Notifications	Sex offender notification bulletin, Offender Watch screen shot or memo to file explaining notification process if not by agency.
5.10	Missing Persons	Missing persons case report; interview with staff responsible for managing these cases.
5.11	Impounding Vehicles & Stolen Vehicle Recovery	Stolen vehicle case report including notification of owner.
5.12	UCR/NIBRS Reporting	Copy of one month UCR/NIBRS report submitted to WASPC.

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STANDARDS WITH A PURPOSE

5.6 The agency complies with Washington State law governing preservation and destruction of records.

Purpose: To ensure that the agency is in compliance with Washington State law governing preservation and destruction of records to include identification and maintenance of essential/permanent records. Policy governing compliance as well as common practice should be demonstrated. All law enforcement agencies shall submit eligible sex offense cases to WASPC per RCW 40.14.070

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COMMON ISSUES – 5.5 PUBLIC DISCLOSURE

- Website and posting onsite
- Dissemination logs (legal citation and brief explanation)
- Request logs
 - Identity of requestor
 - Date and text of request
 - Description of records produced
 - Description of the records exempted/redacted and the reasons therefor
 - Date and final disposition
- Automated 5-day letters
- Redacting information that shouldn't be redacted

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COMMON ISSUES – 5.6 PRESERVATION AND DESTRUCTION OF RECORDS

- No destruction logs (permanent record)
- Not current on sending sex offenses to WASPC
- Lack of security and/or organization of records
- No DEPARTMENT strategy for preservation and protection of records
 - Permanent, archival, essential
 - Training, IA, Executive

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COMMON ISSUES - GENERAL

- Security of the records (5.4)
- Citation security and audits (5.7)
- Sex offender notifications (5.9)
- Missing Persons (5.10)
- Notification responsibility for recovered stolen vehicles (5.11)


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WASPC LEMAP

- Loaned Executive Management Assistance Program
 - Grants available through WASPC
 - Gives the agency a roadmap to accreditation



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Presented by:

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