

109.00 - RECORDS AND REPORTS**109.01 Quality Requirements**

- (1) The quality of records and reports may be judged by the extent to which they meet departmental and divisional requirements and fulfill their purposes. The general purpose of records and reports is as follows:
 - a. To permit supervisory and command officers to become familiar with actions taken, information obtained, results achieved, or conditions existing within the Department.
 - b. To permit supervisory and command officers to become familiar with the performance of personnel, equipment, and facilities.
 - c. To record pertinent facts and information for reference at any future time.
- (2) In order to best fulfill their purposes, records and reports must be:
 - a. Accurate
 1. Accuracy means the absolute truthfulness and dependability of the information on the report. It requires that the reporting officer make certain of their facts before reporting them as facts. OMS RR-131 False Reports.
 2. If information is obtained from a source where it cannot be verified and so recorded, it is acceptable even though of doubtful accuracy. However, the fact that it cannot be verified should be so stated.
 3. Personal beliefs or prejudices on the part of the officer shall not influence the report in any way. If an opinion is stated in any way, it should be qualified by indicating that it is an opinion.
 - b. Complete
 1. Completeness is defined as the extent to which the record or report includes all the necessary facts, information, data and meets the requirements for that particular type of record or report.
 2. An officer shall sign all reports submitted with name and serial number.
 3. All addresses on reports and forms shall be complete. A complete address contains building/residence number, street name, city, county, state, and zip code. Types of thoroughfares are to include street, way, place, avenue, east, west, north, or south.
 - c. Neat - The general appearance of a report as to its cleanliness, arrangement of margins and spacing, absence of noticeable erasures and similar defects, and the general care shown in assembling its various parts constitute its neatness.
 - d. Brief and Concise
 1. Records and reports are to be brief without sacrificing completeness and clarity. Concise statements of the facts and information are expected. Long, drawn out remarks or useless phrases and roundabout explanations are to be avoided.
 2. Brevity is not to be achieved by omitting pertinent or useful information, but rather by giving that information without the unnecessary use of words.
 - e. Clear and Understandable
 1. The wording, composition, and arrangement of a report will be such that it is easily understood and that the meanings are perfectly clear.
 2. Short and concise statements or sentences should be used.
 3. Words of doubtful meaning are to be avoided.
 - f. Acceptable in Spelling and Language
 1. Officers must pay particular attention to spelling and sentence structure used in writing reports and records.

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2. Most spelling and grammar errors do not result from the attempted use of difficult words and phrasing, but rather from carelessness in the use of simple words and sentences.
 3. Elaborate or artificial language, designed to create an impression, is to be omitted.
- g. Typed or Hand Printed Reports
1. All forms and official correspondence must be typed or hand printed in large characters, properly spaced, with a black ink ball point pen.
 2. When completing forms that have more than one copy, a ball point pen must be used with sufficient pressure exerted to assure that the last copy is clearly legible.
- h. All reports and records must be legible to others.
- (3) The following designations of a person's race will be used on all Department forms, records and reports:
- a. White
 - b. Hispanic
 - c. Black
 - d. American Indian or Alaskan Native
 - e. Asian or Pacific Islander
 - f. Unknown

109.02 Form Number Inventory, Description, and Usage

- (1) The Research and Development Bureau is responsible for coordinating design, numbering and implementation of all official departmental forms. See OMS 504.02(3).
- (2) These forms, listed in numerical sequence, are in general use by the Denver Police Department. A brief statement of purpose is included with each form title.

DPD 6 - Blood Withdrawal Consent

Will be completed prior to removal of blood by an authorized health care professional. The original will be placed in the DUI packet. See OMS 204.04.

DPD 8 - Authorization to Ride in a Denver Police Car

All individuals not exempted by OMS 116.02 must request authorization to ride in a Denver Police Vehicle. This form must be completed in duplicate and processed according to the provisions of OMS 116.02.

DPD 12 - Report of Use of Force/Injury Prior to Arrest

This report is required to be filled out in all incidents of firearm discharge, other than in training or for recreational purposes; when an officer takes an official action which results in, or is alleged to result in the injury or death of another person; when a person is injured, or complains of injury, after the use of a non-lethal weapon; or when an officer encounters an injured individual and the nature of the injuries are such that the person may claim the injuries are the result of contact with the officer. See OMS 105.01 and 105.02.

DPD 14 - Breath Analysis Consent Form

Will be completed by arresting officer and/or certified operator. The original will be placed in the DUI packet. See OMS 204.03.

DPD 18 - Citizen's Notification of Absence

Made in duplicate, original kept in the District Station and the duplicate in the precinct car.

DPD 20 - Authorization for Vehicle

Used to obtain a pool car. If vehicle is to be kept overnight, taken out of Denver or used for a special assignment, the form must be signed by a supervisory or command officer. Authorization is not needed for exchange of a defective vehicle.

DPD 23 - Evidence/Personal Property Envelope

Used when property, either evidence or personal property, is taken into custody. For large items, use DPD 309, Personal Property Tag, or DPD 308, Evidence Tags.

DPD 23M - Money Envelope

Tamper-evident plastic envelopes of various sizes used to inventory cash placed in the Property Section.

DPD 30 - Handgun Purchase Authorization

A form used by officers when purchasing a handgun for official use. This form, when signed by the officer's commander, exempts the officer from the background check required by Colorado law.

DPD 43 - Change of Charge

Completed whenever charges placed against a prisoner being held in the Detention Facility are changed from investigative status to specific charges, which will notify the authorities in the Detention Facility of additional charges being placed against a prisoner or to drop charges that have been placed. See OMS 104.05.

DPD 49 - Request for Transfer

To be filled out in triplicate. One copy is kept by the individual's commanding officer, one copy is sent to the command where the transfer is requested, one copy is retained by the respective Division Chief.

DPD 66 - Document Control - Records Section

To be completed and signed by authorized personnel to remove supplementary reports and confidential investigation data from the Records Section. See OMS 109.04(4)b.

DPD 67 - Unauthorized Parking: Non-Police Vehicles Owned and/or Operated by Police Officers in Police Building Underground Parking Levels

This form shall be completed and sent by the Technology and Support Division to the Internal Affairs Bureau to conform with OMS 204.19(1)d.

DPD 70 - Traffic Ordinance Summary

A listing of all the traffic ordinances of the Revised Municipal Code and the most frequently used C.R.S. violations, the penalty points for each and the scheduled fine.

DPD 70A - Criminal Violations List/Traffic Fine Summary

A quick reference form, listing all the criminal and designated criminal violations of the traffic code and a conversion chart showing the penalty points, fine schedule, reduction/discount figures for points and fines.

DPD 75 - Request to Appear

The Request to Appear is a three-part form used for all order-ins. An adult may be ordered-in to an investigative unit or to the County Court Marshal's Office, a juvenile to an investigative unit. The officer making the order-in should mark through all sections of the form which are not appropriate to the individual situation. Distribution of the copies of the form varies according to the type of order-in.

DPD 81 - Strip/Body Cavity Search Authorization

Used to obtain written supervisory approval any time an officer wishes to conduct a strip or body cavity search of a prisoner.

DPD 94 - Emergency Information File

This form is completed by all personnel and contains emergency and medical information for each employee.

DPD 100 - Request for Apprehension of a Runaway Child

This form originates only in the Missing Persons Unit. It is filled out and signed by the parent or guardian who must come to headquarters to do so.

DPD 102 - Juvenile Advisement/Waiver Form

A two-sided form which originates with the officer who will question the juvenile. A parent or guardian must be present. The completed form shall be left with or forwarded to the appropriate investigative bureau along with the other relevant documents. The assigned investigator will ensure that the original and needed copies of the Juvenile Advisement/Waiver are included with the case filing and the Department file.

DPD 107 - Juvenile Case Summary

This form is used in every case where a juvenile (a person under eighteen (18) years of age) is taken into custody or is otherwise removed from their home. See OMS 402.01.

DPD 110 - Description of Wanted Party: See DPD 252.

DPD 119 - Officer's Business Card

All officers should have business cards available on their person or in their vehicles and use them to comply with OMS RR-129 and other situations in which these cards could be utilized. Specialized business cards are available for detectives to use when notifying complainants or witnesses of interview appointments. The business cards available for patrol officers have useful City agency telephone numbers printed on the back.

DPD 120 - Daily Activity Log

- a. All officers in the Patrol Division shall be required to complete and turn in a Daily Activity Log at the end of each work day.
- b. Sergeants shall have the responsibility of transcribing the figures from the Daily Activity Log to the Officer's Daily Performance Record, DPD 125.
- c. Daily Activity Logs shall include the following information:
Pertinent information on all calls
 1. Pertinent information on all on-sight activity
 2. Information regarding all arrests or order-ins
 3. Statements such as "information received", "parties advised", "settled", etc., will not be acceptable
- d. In the "Action Class" Column, Class 1, 2, or 3 is to be listed. As criteria for the Class 4 Action is met, it will be double-coded with 1, 2 or 3
 1. "Class 1 Actions" are those actions of a police nature, whereby the officer is directed to the activity by:
 - a. Radio dispatch
 - b. Police supervisor
 - c. Directions from the District Station or any subdivision of the department
 2. "Class 2 Actions" are those actions of a police nature where the officer finds the actions as a result of:
 - a. Routine patrol
 - b. Personal initiative
 3. "Class 3 Actions" are those actions of a non-police nature, such as errands, eating, court, time at garage, etc.
 4. "Class 4 Actions" are those actions which are community work, involving problem solving, prevention or partnership. "Class 4 Actions" may be of a police nature when linked to a Class 1 or 2. They are a class 3-4 in the area of administrative duties regarding the community work.

- e. Activity Code - a four letter code describing the nature of the activity.
- f. Outcome Code - four letter codes used to describe the disposition of the activity. Up to four outcome codes may be used.
- g. Disposition - shall be filled in completely with full details. If necessary, more than one line may be used.
- h. Recap Section
 - 1. Credit for arrests shall be taken only for those arrests made by the officer. Assists on arrests shall be noted in the disposition column.
 - 2. Recovered units include all vehicles wanted on an official pick-up list. It does not include vehicles towed from an accident scene or for misuse of license plates, etc.
- i. Daily Activity Logs are to be maintained in their originating stations for ninety (90) days, then forwarded to the Records Section for storage.

DPD 120T - Daily Activity Log, Traffic

A specialized Daily Activity Log used by officers assigned to traffic enforcement duties.

DPD 122 - Property Management Bureau Invoice and Receipt

Completed when any personal or evidentiary property is taken into police custody. The officer will retain the #3 copy. The remaining copies will be distributed by the Property Section personnel.

DPD 125 - Officer's Daily Performance Record

This form is used by supervisors in recording police activity from the Daily Activity Log.

DPD 126 - Monthly Performance Summary

Used to compute the monthly record as derived from the officer's daily performance.

DPD 127 - Supervisor's Situation Record (Incident Book)

This form is used by supervisors to record incidents of minor misconduct or exceptional attention to duty, disciplinary matters, and commendations. All entries in this record shall be brought to the affected officer's attention. He/she will be afforded the opportunity to read the entry and to initial the book by the supervisor's signature. An officer's refusal to initial the entry should be noted by the supervisor.

DPD 130 - Felony/Misdemeanor Processing Envelope

A pre-printed envelope used by arresting officers to deliver all the paperwork resulting from a felony or state misdemeanor arrest to the affected investigative bureau. Officers will complete the routing information, arrest data, check-off list of included paperwork and evidence section prior to sealing and placing the envelope in Inter-Department Mail. If the arrest is processed at a District Station, the officer's supervisor shall review the paperwork and sign in the space for "Reviewing Supervisor".

DPD 148 - Absence Report

Used by supervisors to report an officer's absence due to illness or injury.

DPD 148A - Vacation - Sick Leave Request

Used by all officers requesting vacation, sick or other leave. The form is filled out and processed through the Chain of Command to the officer's commander and sent to Human Resource Management Bureau. Requests must be at the Human Resource Management Bureau fifteen (15) days prior to the leave.

DPD 149 - Request for Secondary Employment Approval

This form is submitted by officers wishing to engage in outside employment. After approval by supervisory and/or command officers, the form will be forwarded to the Secondary Employment Administrator. See OMS 114.02.

DPD 150 - Sick and Injured Report

- a. When citizens are hospitalized and a hold order is placed, a Sick and Injured Report shall be completed in triplicate and distributed as follows:
 - 1. One copy will be given to the ambulance attendant or left at the hospital.
 - 2. One copy will accompany the General Sessions Summons and Complaint, and both will be hand carried immediately to the Detention Facility elevator operator.
 - 3. One copy will be sent via inter-departmental mail to the Missing Persons Unit.
- b. Whenever a person is taken into protective custody for commitment to a detoxification facility, a Sick and Injured Report shall be completed in duplicate and distributed as follows:
 - 1. The original will be given to Detox Van personnel or left at the detoxification facility.
 - 2. The duplicate will be sent via inter-departmental mail to the Missing Persons Unit.
- c. This form is completed whenever a person is taken into custody for suspected mental illness. See OMS 104.30.
- d. This form shall be made on all deaths investigated by the Police Department. See OMS 301.14.

DPD 153 - Day Off Request

Originates with officer making request, and forwarded to their shift commander who maintains the Daily Attendance Record.

DPD 154 - Officer's Overtime Authorization/Accumulated Time Returned

- a. This form shall be filled out in triplicate whenever overtime is earned in excess of eight (8) hours in any one day for officers working eight hour shifts or ten hours in any one day for officers working ten hour shifts; when off duty and appearing in court; when working a departmental overtime assignment or any other time overtime is earned. It is also used to document the return of accumulated overtime. See OMS 505.03.
 - 1. When the officer is to be paid for the overtime, the original will be filed with the Human Resource Management Bureau and retained for one (1) year. A copy will be filed with the unit verifying the overtime and retained for six (6) months, and a copy will be retained by the officer.
 - 2. When the officer is to be compensated in time off, the original will be filed with the unit verifying the overtime and retained for six (6) months. Two copies will be retained by the officer.
 - 3. When the form is used to document "time returned", the original will be filed with the unit verifying the overtime and retained for six (6) months. Two copies will be retained by the officer.

DPD 155 – Reserve Officer's Court Voucher

This form shall be filled out in duplicate whenever a Reserve Police Officer is subpoenaed to appear in court to testify for the City. The original will be filed with the Financial Services Bureau and will be kept for one (1) year. A minimum of two hours or the actual time involved, whichever is greater, will be awarded for an appearance in court at a First Grade Patrolman's hourly salary, converted to time and a half.

DPD 156 - Compensatory Time Record

This form is to be used to record compensatory time.

DPD 170 - Photo Display Folder

Used by officers in preparing and presenting a photo line-up. See OMS 104.44(10).

DPD 171 - Photo Identification Report

To be completed by each witness viewing a photo line-up. See OMS 104.44(10)

DPD 175 - Courtesy Traffic Warning

Used to issue written warnings for minor, non-hazardous traffic violations. See OMS 204.07.

DPD 180 - Holiday Compensation Report DELETED 1/09]**DPD 181 - Memorandum of Understanding**

An acknowledgement signed by all officers that official police badges and identification are the sole property of the Denver Police Department and are subject to immediate recall.

DPD 184 - Delayed Report Information Memo]

Supervisory personnel will use this form whenever original accident or General Occurrence reports, DPD 250, are being detained at the review level. Two copies of the form are to be completed. The original shall be forwarded immediately to the Records Section. The second copy will be attached to the delayed report when it is sent to the Records Section for processing.

DPD 187 - Property Recovery Waiver

Used by officers assigned to the Property Recovery Unit for the seizure of property from pawnshops and secondhand stores.

DPD 191 - Case Summary Sheet - Vice Drug Control Bureau

Completed by arresting officers in a narcotics case.

DPD 194 - Presumptive Screening Request

Used by Vice/Drug Control personnel to obtain a preliminary analysis on a suspected controlled substance prior to filing a case with the District Attorney.

DPD 199 - Bomb Threat-Call Checklist]

This form is to be filled out by any person receiving a bomb threat call. A General Occurrence report, DPD 250, will also be completed.

DPD 200 - Inter-Departmental Correspondence

This form is to be used by all officers for any report or communications made within the Department wherein no other report form is provided, or when required.

DPD 221 - Abandoned Vehicle Warning

After clearing the vehicle on the computer information system, this form will be filled out in duplicate. The pink copy is placed on the abandoned vehicle in a conspicuous place. The white copy is forwarded to the Abandoned Vehicle Unit for follow-up. See OMS 206.04(1).

DPD 224 - Impounded/Recovered Vehicle Report

This four-page form is to be completed when a vehicle is impounded for any reason or when a vehicle's owner or representative responds to an officer's location to pick up a stolen vehicle. See OMS 206.04(4) and 206.04(7).

DPD 236 - General Session Summons & Complaint/Warrant

A specialized version of the General Session Summons & Complaint which is used after an officer has determined that there is probable cause to believe that a municipal ordinance violation has occurred and the identifiable suspect is gone. It cannot be used for felony or state misdemeanor crimes or for charging juveniles. The form combines the Court Complaint, an Affidavit for Arrest Warrant, an Arrest Warrant and the NCIC form, DPD 110/252.

DPD 236A - General Session Summons & Complaint/Warrant Routing Envelope

The envelope used to route the GSS&C/Warrant and all supporting paperwork from the Police Department, to the Judge, to the ID Section.

DPD 236B - Affidavit, Continued

Two-part form to be used when there is insufficient space on the affidavit portion of the General Session Summons & Complaint/Warrant.

DPD 238 – Ticket Dismissal Form

This form is used by officers to request the dismissal of parking and moving violations against violators.

DPD 241 - Record Search Application (ID Bureau)

When a record check request is made in person, this form will be completed by the law enforcement person making the inquiry. If the request is made by telephone, ID Bureau personnel will complete the form.

DPD 243 - Sobriety Case Summary

This report will be completed in all cases involving "Driving Under the Influence" and in other cases where a sobriety examination is given to any person.

DPD 244 - Damaged Car Memo

- a. This form shall be carried by all cars. A copy is filled out on all suspected hit and run vehicles.
- b. If there are occupants in the car, their names and addresses should be listed. If occupied or unoccupied, the location should be listed.
- c. Careful attention to damages, missing parts and foreign paint on cars will aid in the processing of the forms.
- d. If the officer knows of an accident in which the car may have been involved, they should list as much information as possible.
- e. These slips are to be turned in at the end of the officer's tour of duty and sent to the Special Operations Division, where they will be checked by the investigators against cars already reported in accidents, hit and runs, and pickups.

DPD 250 – General Occurrence Reports

- a. A General Occurrence report, DPD 250, shall be made in each of the following cases:
 1. Any theft or loss of property, including stolen motor vehicles and bicycles
 2. When malicious damage was caused to private or city property
 3. In all cases of an accident, not involving a motor vehicle, when:
 - a. The accident occurred on city property
 - b. City personnel are involved
 - c. The accident is serious in nature or a death may result
 4. In any known or suspected homicide, suicide, or attempted suicide.
 5. In all cases of known or unknown deaths, including all traffic fatalities.
 6. In all other felony or serious misdemeanor cases.
 7. In all cases involving serious threats.
 8. In cases of landlord/tenant disputes where there is sufficient evidence to believe a criminal offense has taken place.
 - a. Title the report accurately, such as theft, criminal mischief, assault, etc. There is no such offense as "landlord/tenant".
 - b. If the offense is a crime against the property, the owner of the building is the victim.

- c. When a theft is involved, include information about any rental contract and the existence of a signed inventory of the premises in the body of the report. If there was an eviction, include information concerning when and by whom it was made.
 - d. Criminal mischief reports require a list of the estimated damages and the name of the qualified person who made the estimate.
 - e. The reporting officer should also note the existence of any "damage deposit" or any other kind of deposit which could be considered a damage deposit.
 - f. Call the Crime Lab to take photographs ONLY if extensive and obviously deliberate damages are evident.
9. If multiple commercial storage spaces, hotel or motel units, or other transient facilities under a single manager are burglarized, the burglaries shall be reported as one offense, making one original report and as many additional reports on DPD 250 as are necessary. However, if multiple individual living areas or commercial spaces which are rented or leased to the occupants for permanent use are burglarized, each offense shall be reported separately.
10. All burglary reports are to be made at the scene to determine the M.O. and need for Crime Lab response.
11. When more than one person is victimized during a robbery, only one criminal offense has occurred. One report shall be made in such a case but shall include the names of all the victims.
12. A General Occurrence report, DPD 250, shall not be made by uniform personnel in cases involving bad checks, concealment or removal of mortgaged property and the non-return of rented property. Persons wishing to report these offenses shall be referred to the appropriate bureau or unit.]
- a. The following cases involving vehicles shall be referred to the Auto Theft Section between 9:00 a.m. and 3:00 p.m.: concealment and/or removal of mortgaged vehicles, theft of rental property (motor vehicle) or equity skimming of a vehicle. See OMS 301.28.
 - b. Mortgaged property, excluding vehicles, shall be referred to the Crimes Against Property Bureau.
 - c. Bad checks, forgeries and non-return of rented property other than vehicles shall be referred to the Check Unit. See OMS 303.10, 303.03 and 303.07.
13. A General Occurrence report, DPD 250, will be made when a person requests to report the loss of a check or financial transaction device. If that is the only property missing, and the loss is not a part of another offense such as burglary, theft or theft from motor vehicle, the report will be titled "Lost or Stolen" and specify "Checks" or "Financial Transaction Device".]
- a. A description of the check or financial transaction device should include the name of the bank and account number, the name of the account holder as it appears on the check or financial transaction device and the number(s) of the missing check(s).
 - b. The body of the report should include the information that the report was made "For Record Only".
 - c. If the loss is part of another offense, the report title should indicate the proper offense.
- b. Auto Theft - See OMS 104.36.
 - c. Serious Offenses: General Occurrence report, DPD 250, documenting any of the serious offenses listed in OMS 301.01(4) shall be handled in this manner:]

1. The officers at the scene shall complete their report after making a thorough investigation of the incident.
 2. After the report has been approved by a supervisor, it shall be IMMEDIATELY hand-carried to the Records Section, or, when Records is closed, to the Identification Section.
 3. If the report is completed at the scene, the investigating detective present may take the report and assume responsibility for obtaining and routing copies.
- d. Once a General Occurrence report, DPD 250, has been sent to the Records Section and is assigned a number, absolutely no additions or deletions may be made on the original document. Any corrections or additional information must be made on an Additional General Occurrence report.
- e. The General Occurrence report, DPD 250 has four elements: DPD 250, DPD 250C, DPD 250SR and DPD 250I.
- f. The GENERAL OCCURRENCE REPORT, DPD 250, will be referred to as the "long form", not because of its size, but because it gathers a great deal of information. This form is a public record.
1. Solvability Factors are included in the grey areas of DPD 250. The number of positive responses will determine the amount of investigative resources that can be allocated by the Department. Eight solvability factors are included: witnesses; suspect named, located or described; suspect vehicle ID; significant MO; physical evidence; traceable stolen property.
 2. Most of the report is self-explanatory. It is only necessary to fill in the blanks and check the appropriate boxes.
- g. Filling out the front of DPD 250, by section.
1. OFNS: Title the report with the most serious type of offense appropriate.
 2. VICTIM
 - a. If a business, use the firm's name. In the case of a store robbery, use the clerk as the victim, followed by the business name in parenthesis.
 - b. Several victims: Use the space in the WITNESS/ADD VICT section. If that space is needed for witnesses, list additional victims on another DPD 250.
 3. REPORTED BY: If the victim is the reporting party, there is no need to repeat the information, just check the box in front of "Victim". If an officer is the reporting party, the name and serial number are sufficient. If "other", fill out completely.
 4. WITNESS/ADDITIONAL VICTIMS
 - a. The importance of this section is in locating and recording accurate information about any witnesses. Witness information is a critical solvability factor. The reporting officer should supplement the report with witness statements on DPD 366.
 - b. In cases of homicide, suicide or police shooting incidents, the existence of witnesses should not be indicated on the report. Relay this information to the detectives using the Inter-Department Correspondence, DPD 200.
 - c. When confidentiality is a factor:
 1. When confidentiality is a factor, check the Solvability section pertaining to witness, but don't fill out witness information. Use the Neighborhood Survey found on the back of DPD 250C for the name, address and phone number. In the comments section, note "Statement Made".

2. When a witness with unusually sensitive information is reluctant to make a statement, the information should be summarized on Inter-Department Correspondence, DPD 200, addressed to the detective or included in the officer's statement.
5. SUSPECT: Space is allotted for information on two suspects. Nicknames and hangouts which may be helpful should be noted.
6. SUSPECT VEHICLE: Complete whatever information the victim or witness can provide.
7. VICTIM VEHICLE
 - a. This section is used primarily for stolen motor vehicle and stolen bike reports. Use acceptable abbreviations.
 - b. This area can also be used to describe the victim's vehicle if it was involved in a criminal mischief, theft from motor vehicle, homicide, assault, etc.
8. ADMIN
 - a. After filling out the report and before having the complainant sign, officers shall read to the complainant the statement on the bottom of the report affirming that the information is true and correct.
 - b. This area requires the complainant's signature unless one of the following circumstances exist:
 1. Any type of homicide or "known dead".
 2. Any extremely unusual or extenuating circumstances which would place the Department in an embarrassing position if the report is not taken, even though the complainant does not sign.
 3. Domestic Violence cases - the complainant's signature is not required on a General Occurrence report, DPD 250, for prosecution. When probable cause exists, the officer will charge and arrest the suspect. See OMS 104.50.]
 - c. Juveniles can sign a General Occurrence report as the person reporting. A parent or guardian, if available, should countersign the report. However, when it is not practical or convenient, the juvenile's signature is sufficient.]
 - d. The reporting officer may recommend early case closure because of lack of investigative leads (solvability factors) by checking the "Case Inactive" box.
 - e. The supervisor reviewing the report may support this recommendation by checking the "No Further Investigation Recommended" box.
- h. Completing the Back of the Report (by section)
 1. POINT OF ENTRY/WHERE ATTACKED: This area generates information on the suspect's "M.O." It is necessary to circle either "Point of Entry" or "Where Attacked", depending on the type of offense. In some instances, both may be appropriate, i.e. burglary/sex assault cases.
 2. METHOD OF ENTRY/ATTACK: Sufficient information is needed to give a clear picture of what happened. Depending on the type of offense, circle either "Method of Entry" or "Attack". If entry was not made, it's not necessary to fill this out.
 3. SIGNIFICANT M.O., PHYSICAL EVIDENCE
 - a. This section requires some element of the "M.O." to be unique enough to be associated with a particular suspect.

- b. Any significant evidence at the scene should be processed by Crime Lab personnel. The Crime Lab must be called on: homicide, police shootings, suicides and suspicious deaths, burglary/sexual assault and safe jobs. See OMS 301.10 and 106.01(5).
- c. Information concerning evidence in police shootings or homicides, or other information which could compromise an investigation if it became public knowledge should not be included in the General Occurrence report, DPD 250. This information must be included in the officer's statement, which becomes a part of the detective's case file.

4. LOST/STOLEN/DAMAGED PROPERTY/NARRATIVE

- a. LOST OR STOLEN. Reporting officers will make a special effort to get a complete description of articles stolen (serial number, size, type, make, color, design, marks, etc.) Methods of positive identification can be a serial number, Social Security or business tax number or a unique mark. The mandatory fields to be accepted by the computer are "type, brand name and serial number".
 - 1. Weapons: To be accepted by the computer, the make, caliber, type of action, and serial number must be reported.
 - 2. Stolen checks, bank notes, bonds, other securities: Describe completely, but assign no value to the items. The owner's Social Security number is required for food stamps and securities.
 - 3. Money orders and Travelers Cheques are treated as cash.
 - 4. Lost or Stolen License Plates. Indicate the type of license, state of registration, and plate or temporary permit number in the stolen property section.
 - 5. Other items are easily identifiable without a serial number, i.e. pieces of jewelry or artwork. Items of jewelry are often unique because of inscriptions, engravings or design. Reporting these complete descriptions increases the case solvability and chances for recovery. Even without a serial number, these items can be entered on the computer system.
 - 6. Value - List a reasonable value on stolen property, based on actual second-hand or wholesale values.
- b. DAMAGED PROPERTY: The property must be accidentally or maliciously damaged as an event in itself, not damage resulting from another criminal incident, i.e. a broken window at the point of entry of a burglary.
- c. NARRATIVE
 - 1. This section begins after the stolen/damaged property is listed. If additional space is needed, use DPD 250C, which also provides a grid for diagrams.
 - 2. Repetition of details already covered will be avoided. All material facts, findings or other pertinent data concerning the offense will be clearly and concisely entered.
 - 3. Use a chronological approach when reporting the details of the offense.
 - 4. When investigating serious crimes, keep the narrative brief to safeguard the investigation.
 - 5. This section provides statistically important information and the reporting officer need only answer the questions and check the appropriate boxes.

- i. Reports to be completed by the victim
 1. In certain instances, victims will be provided reports which they are to complete and mail to the Records Section.
 - a. If there is no suspect or witness information available and if the report is being made for insurance purposes only.
 - b. If victims have experienced property losses not completely identified at the time the General Occurrence report, DPD 250, is made.]
 - c. None of these preceding four conditions apply to original burglary reports (See OMS 109.02(1), DPD 250, (1)j.) or to auto theft reports (See OMS 109.02(2), DPD 250, (2)a.)
 - d. Gas drive-offs, whether or not a license number is obtained, and there is no other criminal violation.
 2. Mail-in reports (DPD 250 SR) are available through any District Station, the Headquarters Information Desk or by mail from the Communications Bureau. Uniform officers should also have them available for use as described in OMS 109.02(2), DPD 250, (9)a.3 and 4, above. The mail in reports are for incidents that occurred in the City and County of Denver
 3. The officer or Communications Bureau Agent will obtain the following information and place it in the appropriate space on the report form.
 - a. Type of offense
 - b. Location of offense
 - c. Victim's name
 - d. Victim's complete address
 - e. Report number, if known, in the case of an additional report
 4. All applicable boxes on the top of the report shall be checked, as well as the "Completed by Victim" box.
 - a. If the caller insists on seeing an officer, one will be sent.
 5. Anytime that a counter report for an offense would be indicated or recommended it shall be the policy of the police department to also offer the option of an internet report. Internet reports may be accessed via the world-wide web at <http://www.denvergov.org/Police>. If operations manual policy and procedure mandate or recommend a police response then counter reports or internet reporting shall not be considered a substitute for that response. Internet reporting is strictly an option and not an alternative for those situations where citizens prefer to appear in person to complete a counter report. Officers will not discourage citizens from appearing at a police facility to complete a counter report.

DPD 250 C

- a. One side of this form is a continuation page for lengthy narratives and diagrams, whenever needed. This side is titled GENERAL OCCURENCE REPORT and is a part of the public record.]
- b. The second side is titled NEIGHBORHOOD SURVEY. This portion of the document has been declared to be an investigative note and is NOT a public record.
 1. The purpose of the neighborhood survey is to determine if there are witnesses to the offense. It is the responsibility of the officer to locate and interview these persons.
 2. Include all addresses checked, even if no contact is made. Include all persons contacted, making note of those who state they are not witnesses.
 3. If a witness is located, obtain a statement on DPD 366.

DPD 250 I

DPD 250I is an index-size card printed on two sides. One side provides the victim with the name of the officer completing the report, the type of offense being reported and directions for obtaining a case number via the telephone, as well as instructions for getting new or additional information to the proper investigator. The other side informs the citizens of services provided by the Denver Police Department.

DPD 250 SR

DPD 250 SR is a one-sided General Occurrence (GO) Report primarily used for counter, telephone or mail-in reports when no witnesses, suspects or any significant physical evidence have been identified. Instructions for the victim are printed on the back side. When completed, this form is a public record. See also OMS 109.02(2), DPD 250, (9).

DPD 251 - Supplementary Report

- a. This report shall be made by all officers assigned to investigate a complaint after the preliminary investigation has been made by the reporting officers and the General Occurrence report, DPD 250, has been received.
- b. It is absolutely essential that the case number appearing on the original report be placed on the Supplementary Report so they can be readily identified in the Records Bureau and be made a part of the original case.
- c. In using the Supplementary Report, it will be necessary to give the date and approximate time that investigations are made, setting forth the names, addresses, and telephone numbers of the persons interviewed. If an officer interviews several persons in one day concerning one particular case, all the information received should be placed on the form. Such statements as "still checking," "still under investigation," and other similar remarks will not be accepted. The officer must report the names of persons with whom they talked, when they talked to them, and the information obtained. Unless this is done, the report will be returned to the investigating officers for correction.
- d. Supplementary Reports must be prepared when property has been recovered or additional information received on a General Occurrence report, DPD 250. The value of the recovered property must never exceed the value originally appearing in the General Occurrence report, DPD 250.
- e. Whenever an offense is cleared by arrest and the suspect is apprehended, the suspect's name, age, address and Denver Police Department number must appear on the Supplementary Report along with the date of the arrest and the charge filed.
- f. Investigating officers shall complete a Supplementary Report and forward it to the Police Data Bureau within fifteen (15) days after assignment to an investigation. In cases where all logical leads have been pursued without results and there appears to be no reason for continued activity in connection with a particular case, the case may be reported inactive.
- g. Copies and distribution of the Supplementary Report are the same as DPD 250.

DPD 252 - NCIC/CCIC/DCIC Wanted/Missing Persons

- a. Whenever an officer, with probable cause, wishes to place a pick up on a known or unknown person for a violation of a city ordinance, or on a missing person, they shall use and forward this form to the ID Bureau. See OMS 405.01.
- b. All officers placing wanted notices (pickups) will forward DPD 110, Wanted or Missing Person Form, and DPD 252, NCIC/DCIC Information, to the Identification Section. Both forms must contain the most complete and accurate information available to the officer at the time the wanted notice is placed. The officer placing the pickup shall attempt to determine what vehicles are registered to and/or associated with the wanted/missing person and include that information on the DPD 252.

- c. When the wanted notice is placed on the computer system, an NCIC/DCIC number(s) will be placed on the form by the operator. DPD 252 will then be returned to the issuing officer. The officer will retain the form until the person is arrested, located or a case disposition is made. The issuing officer will then re-submit the original DPD 252 to the ID Bureau so the pickup will be cleared from the computer system.
- d. To avoid repeated arrests for the same charge, the officer placing a pickup will cancel it as soon as possible.

DPD 252B - NCIC / CCIC / DCIC Stolen / Recovered Guns / Articles / Securities

This form originates as a work sheet used by officers requesting information entry or cancellation about a stolen or recovered gun, article or security on the NCIC CCIC/DCIC computer systems. The officer completes the form and forwards it to the Pawnshop Records Unit where an operator codes and enters the information. An identifying number is recorded on the form and the document is attached to the original case.

DPD 255 - Continuation Report

This report is made in conjunction with the General Occurrence report, DPD 250, where death occurs. The number of copies and the distribution is the same as DPD 250. A Continuation Report is not made on attempted suicide or a traffic fatality.]

DPD 263 - Property Management Bureau Inventory Record

This form is used by the Property Management Bureau.

DPD 265 - Property Withdrawal Form

This form is used by the Property Management Bureau to record disposition of evidence checked out for use in court or released to owner.

DPD 267 - Fleet Maintenance Work Request

- a. Used to report damaged or defective police vehicles.
- b. The top third of this form is completed by the reporting officer and accompanies the vehicle to the Police Garage.
- c. Upon completion of repairs, the fleet supervisor will complete the middle third of the form and return it with the repaired vehicle.
- d. The reporting officer will ascertain if the ordered work was completed in a satisfactory manner. The bottom third of the form will then be completed and forwarded to the Fleet Management Bureau.

DPD 271 - Bicycle Impounding Tags

When officers impound or confiscate a bicycle, they will complete and attach this form to the bicycle. If the owner is present, give them the bottom half of the tag as a claim check.

DPD 272 - Criminal Summons & Complaint (Generic)

This form is a version of the CS&C with no pre-printed charges. It is used to charge a defendant with any misdemeanor violation of the Colorado Revised Statutes such as, but not limited to, third degree assault, misdemeanor theft, criminal trespass, DUI, DUS, or harassment.

DPD 275 - Felony Processing Form

Investigators use this form (also known as a P.A.) to initiate the process by which a prisoner held in the Detention Facility on a felony investigation charge is brought before the Court, advised of his rights and made eligible for bond. Officers and detectives will not fill out bond amounts, but should mark the appropriate box, indicating that the bond is to be set according to the bonding schedule or is to be set by the court. The Court uses this form to safeguard Constitutional guarantees and to set bond amounts. See OMS 104.04(4) and 302.01(2).

DPD 275M - Uniform Traffic Summons and Complaint/Penalty Assessment Notice

This form is a legal document within the criminal justice system of the City and County of Denver. It will be used any time a person is cited for a moving traffic violation of the Revised Municipal Code of the City and County of Denver or Colorado Revised Statutes. Whenever a driver is jailed on a traffic charge, the Uniform Traffic Summons and Complaint/Penalty Assessment Notice is to be completed and the appropriate copy distribution made. See OMS 204.05, 204.06, and 204.10.

DPD 281 - Wanted Fugitive Form

Filled out by the Fugitive Unit and sent to the district in which the suspect lives. The form is returned to the Fugitive Unit by the officer attempting to make the arrest. The results of this action are noted on the card.

DPD 286 - After Action Report

This form will be completed following serious police/public confrontations and other incidents such as hostage situations or shootings involving police officers, in order to provide information for procedural analyses and future planning. Copies of this completed report must be forwarded to the Offices of the Chief of Police, Manager of Safety, and Division Chiefs of Special Operations, Patrol, and Investigation. See OMS 502.07.

DPD 287 - General Sessions Summons and Complaint

This legal document is used whenever an arrest is made as well as when an officer orders the defendant into County Court to answer to charges of having violated the Revised Municipal Code of the City and County of Denver. Traffic and Juvenile arrests are excepted. See OMS 104.03, 204.05, and 302.05.

DPD 287A - Statement of Probable Cause, cont.

Used when there is insufficient space on the General Session Summons and Complaint or Juvenile Case Summary, when a person is jailed on a CS&C or when additional charges are placed against a prisoner in custody.

DPD 288 - Warrant Arrest Report

This form is used to jail persons wanted on verified warrants.

DPD 297 - Special Report/News Release

Used when officers are involved in a situation or involved in the investigation of a case that may become a major newsworthy event. Original is sent to Public Information Office for distribution.

DPD 299 - Police Vehicle Accident Data Sheet

This form is initially prepared by the responding supervisor or Traffic Investigations Bureau detective in charge of the investigation of a police vehicle traffic accident. The form is also used to record the accident review findings of the officer's commander and the subsequent administrative recommendations for disciplinary action. See OMS 203.08 and 203.09.

DPD 305 – Street Check

Street Checks are used to record information about vehicles or persons whose appearance, actions, or mere presence at a particular location appear to be suspicious to the officer. A Street Check is also completed after any arrest when the information may be of value to investigators and other officers. Street Checks are forwarded to the Data Bureau from the District Station or Bureau generating the completed forms. Information entered into the computer system is available to all officers of the Police Department.

DPD 308 - Evidence Tags

This form is used when any property of evidentiary nature is taken into custody and a tag would be the suitable implement for identification.

DPD 309 - Personal Property Tag

To be used when any property not having evidentiary value is taken into custody and a tag would be the suitable implement for identification.

DPD 314 - Misdemeanor Processing Form

Investigators use this form, also known as a P.A., to initiate the process by which a prisoner held in the Detention Facility on a misdemeanor investigation charge is brought before the Court, advised of his rights and made eligible for bond. Officers and detectives will not fill out bond amounts, but should mark the appropriate box, indicating that the bond is to be set according to the bonding schedule or is to be set by the court. The Court uses this form to safeguard Constitutional guarantees and to set bond amounts. DUI arrests are excluded. See OMS 302.02(3).

DPD 320 - Supplementary Report - Traffic Investigations Bureau

This form is made as a follow-up to accident reports when additional information is developed and is usually made by TIB detectives.]

DPD 325 - District Emergency Call Card

Information on this card kept at the District Station indicates who is to be called whenever an emergency occurs at each business establishment within the district.

DPD 327 - Car Location Tags

This form is used at District Stations to show location of each vehicle and to whom it is currently assigned.

DPD 338 - Accident Information Exchange

This form is given to persons involved in motor vehicle accidents for the exchange of information. See OMS 203.01(4)e.

DPD 340 - Emergency Mental Illness Report

This form is completed whenever a person is taken into custody for suspected mental illness. See OMS 104.30(2).

DPD 341 - Request for Laboratory Examination

Filled out in triplicate for any item of evidentiary value which needs to be analyzed, compared or examined microscopically. For items left in the Property Section, all copies of the form are left with the evidence. In the case of vehicles needing examination, the completed form shall be forwarded by the assigned detective to the Crime Laboratory Bureau.

DPD 347 - Traffic Case Summary

This form is made on all cases of hit and run with the exception of early case closure investigations. The original shall be attached to the accident report and sent to the Records Section.]

DPD 366 - Statement

This form is completed by an officer, witness, or person advised. It remains with the case filing and is sent to the District Attorney's Office.

DPD 368 - List of Witnesses

This form is to be used in the filing of all cases with the District Attorney's Office.

DPD 369 - Advisement

This form is made in cases of arrests for violation of laws and/or ordinances prior to the questioning of a suspect. Make two copies and both are to be hand-carried to the Investigation or Special Operations Division, whichever is applicable. See OMS 302.10.

DPD 370 - Affidavit for Search Warrant

A written or printed declaration or statement of facts. See OMS 104.11.

DPD 371 - Search Warrant

An order in writing which is issued by a justice or other magistrate, relating facts to establish probable cause to search. See OMS 104.11.

DPD 372 - Consent to Search

This form must be signed by the owner or legal occupant of premises, if agreeable, so that officers may search without a search warrant. This form should be used only when time is of the essence. Search Warrants are preferable.

DPD 382 - Blood Alcohol or Drug Analysis Request

This form is used whenever an officer wishes the Denver Police Department Forensic Laboratory to check for the alcohol and/or drug content of blood. See OMS 204.04.

DPD 384 - Domestic Abuse Restraining Order/Emergency Protection Order Violation - Judicial Case Summary and Victim Advisement

A self-carboned form completed by an officer when an arrest is made for a violation of an Emergency Protection Order or Restraining Order to Prevent Domestic Violence. The top half of the form satisfies the legal requirement advising the victim of the right to initiate contempt proceedings against the violator. The bottom half is the officer's letter to the issuing court.

DPD 385 - Domestic Violence Case Summary

This report is required to be filled out in all incidents of domestic violence investigations. When the alleged domestic violence incident is in violation of the Denver Revised Municipal Code, attach the Domestic Violence Case Summary to the City Attorney's copy of the General Session Summons & Complaint, DPD 287, or General Sessions Summons & Complaint/Warrant, DPD 236. In domestic violence investigations that require the completion of a General Occurrence report, DPD 250, forward the Domestic Violence Case Summary and all other paperwork to the Domestic Violence Investigation Unit, Crimes Against Persons Bureau, via inter-departmental mail.

DPD 386 - Juvenile Summons and Complaint/Warrant

This dual-purpose form is used for violations of city ordinances which meet the District Attorney's filing guidelines. If the juvenile is in custody, or a relative over the age of eighteen can be contacted, the suspect is ordered directly into court. If the juvenile is identifiable (name and date of birth at a minimum) but cannot be located, the form can be used to apply for an arrest warrant.

DPD 425 - Criminal Summons and Complaint (Traffic)

This form is used to charge a defendant with any misdemeanor traffic violation of the Colorado Revised Statutes such as DUI or DUS.

DPD 427 - Criminal Summons & Complaint (Property Crimes)

This form is used to charge a defendant with misdemeanor violations of the Colorado Revised Statutes which fall into the property crime category, such as misdemeanor theft, criminal trespass and criminal mischief.

DPD 453 & DPD 453A - Vehicular Pursuit Report

This report will be completed following every vehicular pursuit in which Denver officers are involved. Copies of this completed report will be distributed in accordance with OMS 204.01(2)g.3.

DPD 460 - Forced Entry Report

Completed in all cases when entry is forced into a structure or vehicle. The original is forwarded to the Civil Liability Bureau, together with any photos and copies of warrants. Duplicate copies are sent to the Division Chiefs and Commanders of the involved officers.

DPD 486 - Criminal Summons & Complaint (Crimes Against Persons)

This form is used to charge a defendant with the misdemeanor violations of third degree sexual assault or harassment.

DPD 486A - Criminal Summons & Complaint (Crimes Against Persons)

This form is used to charge a defendant with misdemeanor violations of the Colorado Revised Statutes falling into the crimes against persons category, such as third degree assault, menacing and resistance.

DPD 494 – D.U.I. Short Form

This report will be completed in cases involving "Driving Under the Influence" when suspects are turned over to the custody of officers of the DUI Unit, or other processing officers.

DPD 599 - Accident Victim Information Sheet

This form is provided to all drivers involved in an accident as well as to the owner/victim of a vehicle involved in a hit and run. This form provides follow-up information to Frequently Asked Questions concerning their accident.

DPD 681 - Alarm Subscriber Notification Card

This form is completed whenever an officer responds to a false alarm.

(3) Forms supplied by other agencies and frequently used by the Denver Police Department:

a. **Affidavit of Physical Inspection (DR 411)**

This form is used when application is made for motor vehicle title in the State of Colorado. Every officer is authorized to make this inspection. These forms may be requested from the Auto Theft Section. Inspecting officer need only be concerned with the "Affidavit of Physical Inspection", located in the lower half of the back of the form. After filling in the vehicle description and the license information and after verifying the VIN by comparison with the license information, they will then sign as inspecting officer, with rank, serial number, and date. The official inspection station will be the Denver Police Department.

b. **Inter-Departmental Referral (Form 45 ADM)**

This form is used to refer various cases and complaints to other City agencies. It may be used in General Violations Bureau cases where the officer does not have sufficient knowledge or of evidence to cite.

c. **State of Colorado Traffic Accident Report (DR-2447)**

This form is to be used whenever a motor vehicle is involved in an accident. See OMS 203.02.

d. **Parking Citation (Form PM 275)**

This form is to be used for the official notice of parking violations. It is a legal document. When completed, the second copy is placed on the vehicle and the original in the District Station or Bureau ticket box. See OMS 204.18.

e. **State of Colorado Report of Motor Vehicle Accident (DR2301)**

This form is a confidential report required by the "Motor Vehicle Financial Responsibility Act", C.R.S. §42-7-202. This report must be completed by the operator or owner of a motor vehicle involved in an accident and filed with the Colorado Motor Vehicle Division within ten (10) days if:

1. The accident resulted in death or bodily injury to any person or
2. Damage to any property and,
3. Proof of insurance was not provided to a law enforcement officer at the time of the accident and subsequently reported on the Traffic Accident report (DR447). DMV will accept the written report of a law enforcement officer that parties involved in a motor vehicle traffic accident had insurance coverage at the time of the accident.

f. **State of Colorado Fatal Traffic Accident Supplemental Report (DR- 2447A)**

This form is to be used whenever a motor vehicle accident involves a fatality. This report is completed by detectives assigned to the Traffic Investigations Bureau. See OMS 203.02(8) and 203.03(12).

g. **State of Colorado D.U.I. Law of Expressed Advisement (DR-2576)**

This form is used to advise DUI suspects of the Law of Expressed Consent. This form is also available in Spanish.

109.03 Records Available

(1) All original General Occurrence/Accident Reports are filed by case number. The original report is also indexed and can be found in four ways:]

- a. Complainant's or firm's name.

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- b. Specific address of the crime.
 - c. Case number, if known.
 - d. Person reporting this offense if someone other than the complainant.
- (2) All Accident Reports are filed by case number; however, the original report is indexed and can be found in six ways:
- a. Driver's name, if more than one, all are indexed.
 - b. Intersection at which accident occurred.
 - c. Name of any injured party.
 - d. Owner of vehicle.
 - e. Owner of any other damaged property.
 - f. By case number, if known.
- (3) All Arrest Reports are filed chronologically by DPD number and name.
- (4) All Sick and Injured Reports are filed alphabetically.
- (5) All Sobriety and/or Blood Alcohol examinations are filed alphabetically.
- (6) All Juvenile Arrests are filed alphabetically.
- (7) All Radio Calls are filed chronologically.
- (8) The Data Section prepares various statistical reports for administrative purposes using information from General Occurrence, Accident, Arrest Reports, and Traffic Summons and Complaints. These reports are available for inspection by all officers with the approval of their Commanding Officer.

109.04 Availability of Information Contained Within DPD Criminal Justice Records

- (1) Records Disclosure Policy
- a. This Records Disclosure Policy is based upon the following:
 - 1. Denver Police Department's (DPD) obligation to manage records disclosure in a way that protects the integrity of the criminal justice process, thereby requiring that some records maintained by DPD must remain confidential.
 - 2. The public's interest in understanding how DPD conducts business and knowing about crime in the community.

This policy is intended to address these sometimes competing principles while conforming to provisions in the law both compelling and prohibiting disclosure of certain records.

This purpose statement is purely informational and is not intended to control whether records should be released or to establish policy where no specific policy applies. If there is any conflict between the following specific sections of this policy and the purpose statement, the sections below govern.
 - b. The Manager of Safety is the official custodian of all records kept or maintained by the Denver Police Department and, as such, has the ultimate authority regarding release of those records. That authority, however, may be delegated to the Department of Safety Records Coordinator. Any reference in this policy to the "custodian" of records means the "official custodian."
 - c. The procedure for making a records request is as follows:
 - 1. Any person or entity requesting DPD records must submit a written request by mail, e-mail, or facsimile to:
Records Coordinator - Manager of Safety's Office
1331 Cherokee Street, Denver, CO 80204
e-mail: recordscoordinator@ci.denver.co.us
Facsimile (720) 913-7035
Telephone (720) 913-6262

2. The request must describe in as much detail as is reasonably possible the specific records sought and provide the requestor's name, address, telephone number, and preferably e-mail address.
 3. Records requests cannot be made over the telephone; however, general inquiries regarding the records request process may be made by telephone.
 4. After a request is received, the Records Coordinator will review the request in accordance with this policy and will grant the request in whole or in part or will deny it. A partial grant may involve withholding certain records in their entirety or redacting information from some of the records.
 5. The Records Coordinator will make reasonable efforts to notify all currently employed DPD officers who are the subject of records that have been requested or who the Records Coordinator believes in the exercise of his/her discretion should be notified of the records request. It is the responsibility of all officers to regularly check their e-mail and other messages to determine whether any notifications described in this paragraph have been sent to them.
- d. If the Records Coordinator determines that a request will be granted in whole or in part, the following process will be followed:
1. If a request is made for a record for which a specific policy or protocol exists (for example, requests for accident and General Occurrence (GO) reports are handled by DPD's Records Bureau), the request shall be forwarded to the appropriate bureau or unit for processing, and the fees for such requests shall be charged in accordance with Denver Revised Municipal Code (DRMC) § 42-1. Requests for information for discovery in civil, criminal, and administrative cases shall be directed to the Denver City Attorney's Office. All other requests will be handled by the Records Coordinator.]
 2. The Records Coordinator will provide the requester a good faith estimate of the fee for locating, retrieving, preparing (which may include redacting certain information), and/or copying the records. The Records Coordinator will publish a schedule of fees for locating, retrieving, preparing (including redacting), and copying of records. In some instances (e.g., those involving voluminous requests), the Records Coordinator may be required to expend time retrieving and reviewing records in order to determine which records, if any, will be released. In those instances, the Records Coordinator may charge a fee to the requester for this review even if the Records Coordinator ultimately determines that no records or only some of the records will be released.
 3. The requester must pay the fee prior to the Record Coordinator's processing the request when the Records Coordinator's good-faith estimate is equal to, or greater than, \$50.00. The Records Coordinator prefers that payment be made by check or money order, payable to "Manager of Revenue," but will accept cash.
 4. The Records Coordinator will not waive any fees except for requests made by law enforcement agencies or other City agencies. Only the Records Coordinator, in his or her sole discretion and in accordance with applicable legal authority, has the authority to grant additional exceptions to this fee waiver policy.
 5. The Records Coordinator is not required to manipulate computerized data or to modify existing records in order to create a new record in response to a request.
 6. Records of official actions (defined later in this policy) shall be provided within three business days of the request so long as the fee has been paid. "Business Days" are defined as Monday through Friday excluding City holidays.
 7. If the Records Coordinator determines that any requested records other than records of official action are to be disclosed, the Records Coordinator shall make those records available within a reasonable time not to exceed ten (10) business days. However, in circumstances that make it impracticable to provide records within ten (10) business days, the Records Coordinator may take additional time to process the request and in that case shall so advise the requester.

8. The Records Coordinator will make copies of the records to be disclosed. For large volume requests, the Records Coordinator may identify an outside copying service and require that the requester pay the outside copying service in advance for the requested records.
 9. If a request is granted in part (that is, if some of the documents requested are withheld or redacted), the Records Coordinator shall advise the requester accordingly. Upon request, the Records Coordinator shall provide a written statement within three (3) business days citing the legal basis for the withholding or redaction.
- e. If the Record Coordinator determines that a request should be denied in whole or in part, the following process will be followed:
1. The Records Coordinator shall advise the requester that a request is being denied in whole or in part. If the requester requests a written statement of the grounds for the denial, the Records Coordinator shall provide that statement within three (3) business days, citing the legal basis for the denial.
 2. The Records Coordinator is not required to provide records that are not in his/her custody or control (including records that are in the custody or control of other entities or that are no longer retained by DPD in accordance with DPD records retention policies). If the Records Coordinator is aware of which entity has custody or control over records that are requested from DPD and if the requester requests information regarding who has custody or control of the records, the Records Coordinator shall advise the requester which entity has such records.
 3. DPD will not release information to requesters who intend to use the records or information for the purpose of soliciting business for pecuniary gain.
 4. The records request process described in this policy shall not be used to circumvent or substitute for discovery processes in civil and criminal litigation and administrative actions.

(2) Access to Records

- a. There are three (3) categories of records held by the DPD for which release is governed by the provisions of Colorado's public records laws and which are subject to this records disclosure policy. Each of the three (3) types is described in more detail below:
1. Records that must be made available to the public – **“REQUIRED DISCLOSURES”**
 2. Records that must be analyzed by the Records Coordinator before deciding whether to release the records – **“DISCRETIONARY DISCLOSURES”**
 3. Records that cannot be made available to the public – **“PROHIBITED DISCLOSURES”**
- b. Required Disclosures
1. Records of “official action” as defined by Colorado state law must be made available to the public upon request. However, there may be information that must be redacted prior to release of the record because the redacted information may not be disclosed.
Note: Records of official action are not frequently contained in DPD's files, but rather are more often found in court records.
 2. **“Official Action”** means:
 - a. Arrest (consequently, records of arrests of adults are required to be disclosed unless an arrest record has been sealed by a court order);
 - b. Criminal indictment, criminal information, or criminal disposition;
 - c. Pre-trial or post-trial release from custody;
 - d. Judicial determination of mental or physical condition;
 - e. Decision to grant, order, or terminate probation, parole, or participation in correctional or rehabilitative programs; and

- f. For any person under a criminal sentence, any decision to formally discipline, reclassify, or relocate that person.
- c. Discretionary Disclosures
1. In accordance with Colorado Supreme Court decisions, unless a record falls within the categories of required disclosures (above) or prohibited disclosures (below), the Records Coordinator must exercise discretion and analyze each record individually, taking into account, where appropriate, the following factors to determine whether a record or portions of a record should be released or withheld:
 - a. The privacy interests of individuals, if any, who may be impacted by a decision to allow disclosure of the record;
 - b. The DPD's interest in keeping confidential information confidential;
 - c. The DPD's interest in the integrity of on-going investigations;
 - d. The public purpose to be served in allowing disclosure of the record; and
 - e. Any other pertinent considerations relevant to the circumstances of the particular records request, including whether disclosure would be contrary to the public interest.
 2. Examples of records that typically will fall in the "Discretionary Disclosure" category include:
 - a. Records of criminal investigations and information regarding specific crimes.
 - b. Information regarding calls for service and response times to those calls.
 - c. Operations and problem-solving plans.
 - d. Information regarding the allocation or deployment of DPD personnel.
 - e. Records of Internal Affairs Bureau investigations.
 - f. Disciplinary records.
 - g. Specialized details of security arrangements or investigations (these records may be released only in accordance with applicable state and federal law, including, but not limited to, the Homeland Security Act, 6 U.S.C. §101, *et seq.*, the Homeland Security Information Sharing Act, and the Federal Information Security Management Act, and any non-disclosure agreements executed pursuant to such laws).
- d. Prohibited Disclosures
1. The following is a non-exclusive list of records that are not to be disclosed except as set forth below:
 - a. Social Security Numbers.
 - b. Names and other identifying information of undercover officers and confidential informants and other information that would endanger the undercover officers or informants or compromise their operations.
 - c. Home addresses, home phone numbers, financial information, emergency contacts, benefits information, driver's license information including numbers and pictures, and other identifying information of any City employees or their family members.
 - d. Records of law enforcement agencies concerning juvenile defendants and suspects, including identifying information (which shall be identified as "juvenile records") except:
 1. As permitted in C.R.S. §19-1-304(2)(a)(I) – (XVI) or §19-304(2)(b); or
 2. "Arrest and criminal records information" (as defined in C.R.S. §24-72-302(1)), including a physical description, if DPD is the investigating law enforcement agency:

- a. Concerning a juvenile who is adjudicated a delinquent for, is subject to revocation of probation for, or is charged with: (i) committing the crime of possession of a handgun by a juvenile; or (ii) committing an act that would constitute a class 1, 2, 3, or 4 felony or would constitute any crime that involves the use or possession of a weapon if such act were committed by an adult. If the juvenile is CHARGED WITH the commission of the delinquent act, the following information shall NOT be released:
 - 1. Records of investigations (as described in C.R.S. §24-72-305(5)),
 - 2. Any psychological profile of the juvenile,
 - 3. The result of any intelligence test, and
 - 4. Any information regarding whether the juvenile has been sexually abused unless released by court order; or
- b. When a petition filed in juvenile court alleges that a juvenile between the ages of 12–18 years has committed an offense that would constitute unlawful sexual behavior (as defined in C.R.S. §16-22-102(9)) or a crime of violence (as defined in C.R.S. §18-1.3-406 if committed by an adult) or whenever charges filed in the district court allege that a juvenile has committed such an offense, however records of investigations (as described in C.R.S. §24-72-305(5)) shall NOT be released.
- e. Reports of child abuse or neglect and the name and address of any child, family, informant, or any other identifying information contained in such reports, except as permitted in C.R.S. § 19-1-303 or §19-1-307 or when authorized by court order.
- f. Names and identifying information of juvenile witnesses and victims (other than victims of child abuse, for whom no records can be provided; or unless release is expressly provided by this policy).
- g. Names and identifying information of victims of sexual assault or alleged sexual assault when the file containing the record (including a record of official action) bears the notation “SEXUAL ASSAULT,” as per the DPD Operations Manual.
- h. Without a court order, the address and telephone number of a victim or a witness in a restraining order or civil protection order who asks that the information be deleted prior to releasing the applicable report.
- i. Names, addresses, telephone numbers, and personal financial information of past or present users of public facilities (including DPD facilities).
- j. Medical and psychological records (exclusive of coroner’s autopsy reports) unless the patient consents.
- k. Diagnostic tests and public health reports regarding HIV/AIDS, as required by C.R.S. §18-3-415, 18-3-415.5, §25-4-1404, and §25-4-1409.
- l. Health insurance information, as required by C.R.S. §10-16-1003.
- m. Letters of reference regarding employment.
- n. Child custody reports and adoption records.
- o. Information that is protected from release pursuant to an evidentiary privilege, including but not limited to the following privileges:
 - 1. Attorney-client privilege (which protects communications between an attorney and his/her client relating to legal advice);

2. Attorney work product doctrine (which protects documents such as the District Attorney's (DA's) case filing form and other items prepared in anticipation of litigation);
 3. Patient-physician privilege; and
 4. Deliberative process privilege (which protects pre-decisional, deliberative documents which are so candid and personal in nature that public disclosure is likely to stifle honest and frank communications within DPD; this privilege typically covers recommendations, advisory opinions, draft documents, proposals, suggestions, and other documents that reflect the personal opinions of the writer).
- p. Records related to settlement negotiations and mediation.
 - q. Criminal history records that are protected from disclosure by federal or state law, including NCIC records.
 - r. Sexual harassment complaints and investigations; however, this prohibition does not apply to records that are in court files and records of court proceedings; furthermore, these records may be disclosed to:
 1. An administrative agency, such as the EEOC or Colorado Civil Rights Division, investigating the complaint upon a showing of necessity; or
 2. A person in interest, which includes both the person making the complaint and the subject of the complaint.
 - s. The results of chemical biological substance testing to determine genetic markers.
 - t. Certain information relating to arson investigations pursuant to C.R.S. §10-4-1003(1)(b) & (8)(a) and §10-4-1004.
 - u. Sealed files or information.
 - v. Expunged records.
 - w. Records the release of which is contrary to any state or federal statute, prohibited by a rule promulgated by the Colorado Supreme Court, prohibited by an order of any court, or prohibited by case law or any other applicable law.
- (3) Records Section
- a. The Records Section stores all original General Occurrence reports, additional Offense reports, Supplementary Reports, Pawnshop Tickets, and Weapon Sales/Registration forms.
 1. Send original traffic accident reports to the State of Colorado by the Records Section.
 2. The Records Section will maintain a copy of all accident reports.
 - b. Availability of reports
 1. Copies of original and additional General Occurrence reports, Traffic Accident Reports, Pawnshop Tickets, and Weapon Sales/Registration forms may be purchased by anyone making such a request.
 - a. Prior to processing, the following information must accompany the request: correct date, time, identity of individuals and/or locations of the event.
 - b. Records Section personnel shall delete the following information when providing copies of General Occurrence reports: names and addresses of juveniles, identification information and signatures of the victims of sex related crimes.
 2. Confidential documents
 - a. The Supplementary Report and all related investigative data are confidential.

1. These reports are not available for review, nor are they to be reproduced for anyone other than the assigned investigator without the written permission of the assigned investigator, his supervisor, command officer or Division Chief of the investigating unit handling the case. The Document Control Card, DPD 66, is used to inform the Records Section of this permission.
 2. Exceptions to the above are:
 - a. The Manager of Safety
 - b. The Chief of Police
 - c. The Internal Affairs Bureau
 - d. The Civil Liability Bureau
 - e. Representatives from the City Attorney's Office and the District Attorney's Office
 3. The top portion of DPD 320, Supplementary Report - Traffic Investigations Bureau, containing driver, vehicle, owner insurance information, etc., is available to "interested parties" and to the Department of Motor Vehicles.
- b. Assault weapon registration forms have been classified by City Ordinance as confidential and may not be purchased by the public.
3. Representatives from major local news agencies may examine and make their notes from the #4 copy of all General Occurrence reports, DPD 250 processed by the Records Section each day.
- a. Copies of selected General Occurrence reports or Accident Reports whose content may constitute "fresh news" will be provided to media representatives, without cost, for up to seventy-two (72) hours after the event has been reported to the Denver Police Department. After this period, all media requests for copies of such reports are subject to the usual fees.
- b. Media representatives who request report copies for their personal use will be charged the usual fees.
- c. The Records Section accepts citizen requests for copies of police reports by mail only. Instructions for obtaining copies are available by telephone and are included on many DPD forms. A report ordering form is available from the Information Desk or any District Station.
- d. Fees
1. All requests from citizens must be accompanied by the fees defined in Section 42-1 of the Revised Municipal Code of the City and County of Denver, 1982 as amended. The fee charged by the Records Section of the Denver Police Department for a search for an accident report or General Occurrence report shall be ten dollars (\$10.00). One photocopy of such record shall be provided at no cost.
 2. Copies of the complete Original/Additional General Occurrence report, Traffic Accident Report, or any Pawnshop Records Unit document will be furnished, without charge, to properly identified representatives from:
 - a. Duly authorized local, state, and federal law enforcement agencies.
 - b. City Attorney's Office
 - c. Denver District Attorney's Office
 - d. Coroner's Office
 - e. Court Clerk's Office
 - f. Parole Department
 - g. Probation Department
 - h. Denver Civil Service Commission

- i. Career Service Authority
 - j. Auraria Campus Police
 - k. Denver Public Schools
 - l. Any other agencies designated by the official custodian of Police Records
- e. Personnel not assigned to the Records Section may conduct file searches ONLY with the permission of the Commanding Officer of the Identification & Records Bureau.

(4) Identification Section

- a. The Identification Section generates and maintains criminal history records, fingerprints and photographs. Release of any information is subject to the restrictions imposed by the Colorado Revised Statutes, the Revised Municipal Code and the policies of the Denver Police Department.
- b. Identification Section personnel will respond to Denver law enforcement agency requests at the Police Counter twenty-four hours each day. There is no charge for any file search or copy provided.
 - 1. All requests for copies of criminal justice records must be made in person or via mail. As many as three requests can be submitted by an officer at the Police Counter for immediate response. All requests must be made on DPD 241, Record Search Application. Requests for more than four checks will be left with ID personnel for later response.
 - 2. Phone Requests
 - a. When it is essential to request criminal justice records information over the phone, Denver Police Officers are required to give their serial numbers, assignments and a call-back number to Identification Section personnel.
 - b. Denver District Attorneys or City Attorneys may be given information needed in court over the telephone when there is not adequate time for such information to be forwarded through the mail or picked up in person. Identification Section personnel are required to call the requesting party back at a known court or office telephone number.
 - 3. Although Denver Police Officers generally have unlimited access to criminal justice records, the following restrictions apply:
 - a. Officers shall not make courtesy ID checks for a secondary employer or for any other private citizen. All persons making such requests shall be referred to the Identification Section.
 - b. Information obtained from criminal justice records relating to official actions of the Police Department may not be sold or provided without cost, in any manner or form, to persons outside the criminal justice system.
 - c. Denver Police Officers working off duty for a secondary employer can make record checks for an employer if the proper application and payment are made. This task shall not be performed while an officer is on duty.
 - d. Denver Police Officers are permitted to access the criminal justice records of the Denver Police Department while participating in authorized secondary employment whenever such inquiries are made as part of their official duties as law enforcement officers. Such access is not permitted for the convenience of the secondary employer.
 - e. Unless currently employed by a recognized criminal justice agency, retired Denver Police Officers or former law enforcement officers no longer on active duty are viewed as private citizens. Criminal justice records available to private citizens can be purchased by the formerly active officers.
- c. The Identification Section Police Counter will respond to requests from outside law enforcement agencies and approved criminal justice agencies twenty-four (24) hours each day. There is no fee for any file search or copy provided.

1. No copies of juvenile mugs, prints, names, addresses or arrest information will be provided to the FBI or any other law enforcement agency, unless such information is essential to a current investigation or will aid in the apprehension of a wanted juvenile suspect.
 2. No copies of FBI records will be provided to an outside law enforcement agency except authorized FEDERAL law enforcement agency representatives.
 3. No information from the NCIC or CCIC computer files will be provided to an outside law enforcement agency without the approval of the ranking officer of the Identification Section. Persons requesting this information will be instructed to use the NCIC/CCIC terminals of their own jurisdictions.
- d. Availability of Records
1. Persons may purchase copies of any:
 - a. Adult Criminal History record containing basic identification information and the record of any arrest made by a Denver Police Officer which resulted in official action. See OMS 109.04(1)g. For the purpose of information release, nolo contendere is viewed as an official action equal to conviction.
 - b. Adult photograph of the person named in the request.
 - c. Face of the General Session Summons and Complaint or Criminal Summons and Complaint, after court disposition only
 - d. Detention Facility Booking Slip.
 - e. Adult Master Fingerprint Card.
 - f. Adult Index Fingerprint Card.
 2. Persons may NOT purchase copies of any:
 - a. Juvenile Criminal History record, photograph, or fingerprint card.
 - b. Investigative notes on the back of the General Session Summons and Complaint or the Criminal Summons and Complaint.
 - c. Adult Arrest Record, the access of which is limited to criminal justice agencies.
 - d. FBI Records.
 - e. NCIC, CCIC, or DCIC computer printout information or hard copy warrant information contained in the Wanted Persons File.
- e. Mail In Procedure
1. Private citizens or representatives of non-criminal justice agencies may, by mail, purchase copies of any criminal justice records, the release of which is not restricted by C.R.S. §24-72-308. See OMS 109.04(4)d.
 2. Identification Section Mail Order Forms, DPD 42, may be obtained at any Denver Police Department District Station or at the Police Administration Building.
 3. All requests must be accompanied by the fees defined in Section 42-1 of the Revised Municipal Code of the City and County of Denver, 1982 as amended.
 4. When the purchase of document copies poses a financial hardship for the citizen, the usual fees for this service can be waived by an Identification Section Supervisor.
- f. Persons in interest or their representatives, as defined in OMS 109.04(1)j., may purchase copies of all adult criminal justice records maintained by the Identification Section EXCEPT FBI records, NCIC and CCIC computer system information, and any portions of Denver warrants regarded as investigative notes such as affiant identification or the list of witnesses.
1. Copies of criminal justice records purchased by persons in interest will be complete and not subjected to the restrictions of OMS 109.04(4)d.

2. The primary subject of a criminal justice record must appear in the Identification Section to have a wanted person inquiry request honored. There is no charge for this service. However, if such an inquiry reveals the existence of any active warrant, the person will be placed under arrest and processed as any other wanted person.
 3. Juvenile records can be released only to the person named in the record or to the verified parent of that juvenile.
- g. Denver residents may have their fingerprints rolled on an Applicant Fingerprint Card on Wednesdays and Thursdays from 1000 hours to 2000 hours at the Police Administration Building. They must bring their own fingerprint cards.
 - h. Representatives of the news media may obtain the criminal justice record information available to private citizens. See OMS 109.04(4)d.
 - i. Photographs, fingerprint cards or other available data regarding Denver Police Officers are personnel records. They are not viewed as criminal justice records available for purchase by any person or release to the news media.
 1. Photographs of Denver Officers will be maintained in the Human Resource Management Bureau and shall not be released to the news media (electronic or print). Only the Director of the Human Resource Management Bureau, Deputy Chief of Police or the Chief of Police has the authority to release a photograph of any officer, and ONLY after a release has been signed by the respective officer and witnessed by a member of the Human Resource Management Bureau. Release forms are kept in the Human Resource Management Bureau.
 2. Whenever a Denver Police officer is arrested within the City and County of Denver, the Criminal History record and all related documents become criminal justice records subject to the same reviews and restrictions as those of any other person who has been arrested.
 3. The home addresses and telephone numbers of Denver police officers may not be released, either by another officer or by a CSA employee of the Denver Police Department, except to other officers. The officer making the request for information must be able to identify himself to the satisfaction of the person receiving the phone request. In case of an emergency, the person receiving the request for information may relay a message to the officer in question.
 - j. Personnel not assigned to the Identification Section may conduct file searches ONLY with the permission of the Commanding Officer of the Identification and Records Bureau.
- (5) Members of the Classified Service or CSA employees of the Department who knowingly violate the provisions of the Colorado Revised Statutes or the policies of the Denver Police Department regarding authorized release of criminal justice records are subject to legal penalty assessments and/or Department disciplinary action.
 - (6) Any request, not originating from a criminal justice agency, for computerized information not normally provided by the Identification or Records Sections must be processed by the Civil Liability Bureau. Personnel in the Civil Liability Bureau are responsible for assuring that these requests are billed properly.

109.05 Records Management

- (1) The Denver Police Department shall maintain records as directed by the Chief of Police.
- (2) The Chief of Police or his designee shall determine which documentation shall be permanent record.
- (3) Permanent retention is in effect for all records pertaining to:
 - a. Deaths - homicide, suicide, accidents, known or unknown dead, with the exception of traffic fatalities.
 - b. Treason
 - c. Kidnapping
 - d. Criminal Histories

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- e. Fingerprint cards
 - f. Personnel files and attendance records
 - g. Pending records - All documentation pertaining to any pending legal case.
 - h. All other records which have been designated as permanent.
- (4) Records pertaining to felony sexual assaults shall be retained for ten years.
- (5) Records pertaining to fatal traffic accidents shall be retained for seven years.
- (6) The following records shall be retained for three years:
- a. All records pertaining to those felonies not included in the permanent or ten (10) year retention schedules.
 - b. Log sheets
 - c. Non-fatal accident reports
 - d. Information from field contact cards
- (7) All records pertaining to misdemeanors shall be retained for a period of eighteen (18) months.
- (8) All records pertaining to petty offenses shall be retained for a period of six (6) months.
- (9) Booking slips and all attached documents shall be retained for a period of one (1) year unless notification is made to the Identification Section of a pending legal case.