



The Executive Summary should be interpreted within the context of the complete engagement report.

December 2021

BACKGROUND

The Aurora Police Department (APD) receives requests for records, most of which are for criminal justice information and fall under the Colorado Criminal Justice Act (CCJRA.)

The Department has two units responsible for handling these requests: The Records Unit under the Business Services Section and the Public Records Detail (Open Records Coordinator) under the Chief's office.

As noted in our report, APD does not have a system to track record requests. In addition, the request forms for all requests were not retained. As such, we could not ensure a complete population of all requests for our review. We limited the scope of our review to when we began our engagement through our fieldwork.

Colorado Criminal Justice Records Act

SCOPE

Due to limitations in the available documentation, the scope of work covered processes in place as of March 2021 and requests received in 2021.

OBJECTIVES

- Determine the degree to which policies and procedures ensure consistent compliance with state and local laws and best practices.
- Determine the degree to which the process is accessible and transparent.
- Determine the extent to which APD tracks records requests and fulfillments and complies with state and local laws.

CONCLUSIONS

We conclude that policies and procedures address some but not all aspects of the CCJRA: the current request process needs improvement to increase accessibility and transparency, and APD did not always comply with rules or regulations.

KEY RECOMMENDATIONS AND RESPONSE

We recommend APD work with IT and the City Clerk's Office to utilize their record request tracking software.

We recommend APD clearly define roles and responsibilities for processing records requests, including the roles of the Public Records Detail and the Records Unit.

We recommend that APD comply with all rules and regulations to redact restricted information and develops guidelines to standardize the redaction process.

We recommend APD develops one form for records requests and reviews the current fee structure for requests.

Management Response

APD agrees with the need for a system and is currently working with IT and the City Clerk's Office to accomplish this task. The Public Records Detail and the Records Unit will collaborate to define roles and responsibilities for the CCJRA and related operational processes.

APD agrees with the recommendation and is working to address the redaction recommendations. Both units will collaborate with the City Attorney's Office on the creation of a single form. Both units will also collaborate on a fee structure review with the appropriate city groups.

View complete audit report: [Link](#)