

## ASPEN POLICE DEPARTMENT PRIVACY POLICY

The Aspen Police Department is committed to the privacy of the citizens it serves, whether via a website visit, a phone call, or an in-person visit. This policy addresses the collection, use and security of information that may be obtained through use of the Aspen Police Department website as well as interaction with Aspen Police Department personnel. The more general City of Aspen Websites Privacy Statement is available from the main City of Aspen Website page at <http://aspenpitkin.com/Home/ctl/Privacy/>

### STATUTES GOVERNING RELEASE OF INFORMATION

In the state of Colorado, statute has been established to ensure the public has a right to access appropriate records and information entrusted to government agencies. The most well-known of these is **CRS 27-72-200 et al** (commonly referred to as the Colorado Open Records Acts). However, the Aspen Police Department is governed primarily by the Colorado Criminal Justice Records **CRS 24-72-300 et al** which governs the collection, maintenance and dissemination of Criminal Justice Records and **CRS 19-1-301 et al** the Children's Code Records and Information Act. Additional state and federal statutes may also protect the release of specific records.

### PERSONALLY IDENTIFIABLE INFORMATION

The Aspen Police Department and its website does not collect *Personally Identifiable Information* unless the visitor voluntarily provides information by sending an email or completing an online form. Examples of forms include Report a Crime, Questions & Comments, Records Request.

The State of Colorado defines "*personally identifiable information*" as information about an individual that could reasonably be used to identify such individual, including, but not limited to, first and last name, residence or other physical address, electronic mail address, telephone number, birth date, credit card information, and social security number.

Based on statute, any *Personally identifiable information* collected by the Aspen Police department is considered Criminal Justice information and its release and dissemination is governed by **CRS 24-72-300 et al**. However, Aspen Police Department forms are designed to minimize the collection of personally identifiable information to the least amount of information required while still adhering to requirements dictated by Colorado Statute. It is our policy to never request a social security number.

### RELEASE OF INFORMATION

The **Aspen Police Records Department** has developed policies and procedures in compliance with Colorado state statutes (noted above) regarding the release of police records and reports, balancing public disclosure with the right to privacy. Release of case reports and criminal justice information is dependent on a variety of circumstances, including but not limited to type of report, status of investigation, and ages of individuals involved in the case. Colorado statutes prohibit the release of certain case reports or information relating to at-risk adults, juveniles and on-going police investigations. Reports will be reviewed by appropriate personnel to determine if reports can be released. In some instances, the released report may have information redacted.

The information will not be distributed externally except as required by the Colorado Criminal Justice Records statutes (CRS 24-72-300 et al).

### FEEDBACK

If you have any questions or comments regarding the Aspen Police Department's privacy policy, please contact us at 970-920-5400. The department may choose to amend the information in the privacy policy at any time without notice.