

## 1004 – Office of the County Sheriff File Plan

This file plan was developed to be a guide for Office of the County Sheriff employees. This guidance document was created to ensure consistent records classification and to provide agencies with other relevant record information. The final disposition authority resides in the Functional Records Retention and Disposition Schedule (FRRDS), 1.21.2 NMAC.

This file plan only list records series of program's specific to the Office of the County Sheriff. For records series of a general administrative nature, refer to the General Administrative Records File Plan. For records of a financial nature, refer to the General Financial Records File Plan. For records of a personnel or medical nature, refer to the General Personnel/Medical Records File Plan.

### **1004-001 OATH OF OFFICE CERTIFICATE:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Oath of office certificate for deputy sheriffs commissioned for service by Sheriff. Certificate may include deputy's name and signature, notary seal and signature, and sheriff's signature.

**Classification:** 1.21.2.453 NMAC, Oaths of Office

**File closure:** Date sheriff's term ends

[New - 03/31/2021]

### **1004-002 BOND RECEIPT BOOK:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Records of cash or surety bond posted for inmate bail. Book may include entries of cash or surety amount, defendant name, fine, name of bonding person or entity, name of county personnel receiving cash or bond, receipt number, arrest number, arrest date, date bond posted, charges, name of arresting officer, etc.

**Classification:** 1.21.2.628 NMAC, Bonds

**File closure:** Close of fiscal year in which most recent case closed

[New - 03/31/2021]

### **1004-003 WEEKLY BOND REPORT FILES:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Weekly reports submitted to the county finance department regarding cash bonds collected. File may include weekly ledger, receipt book, bond amount posted, monies received, listing of bonds paid, etc.

**Classification:** 1.21.2.310 NMAC, Reports - Accounting

**File closure:** Close of fiscal year in which bond was posted

[New - 03/31/2021]

### **1004-004 EXTRADITION FILES:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Records concerning the extradition and transport of prisoners to other counties or states. File may include travel fax cover sheet, transport order, travel arrangements, request for airfare, travel quotes, request for car rental, memo for car rental, credit card information, etc.

**Classification:** 1.21.2.629 NMAC, Extraditions and Requisitions

**File closure:** Close of fiscal year in which extradition occurred.

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number), Section 30-16-25 NMSA 1978 (i.e., credit card information).

[New - 03/31/2021]

**1004-005 CRIME STATISTICS REPORTS:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Report summarizing activity handled by the county sheriff's office. Report may include number of service calls, felony cases, misdemeanor cases, citations and warrants issued, arrests, extraditions, subpoenas, writs of execution, notice of trials served, narcotic activity, amount of cash received, evidence collected, reserve deputies activity, number of animal control complaints, animal citations issued, animals impounded, internal investigations, transports, internal affairs issues, amount of evidence, cash received, etc.

**Classification:**

(A) **Monthly report:** 1.21.2.118 NMAC, Reports - Statistical

(B) **Annual report:** 1.21.2.117 NMAC, Reports - Historical

**File closure:**

(A) **Monthly report:** Date annual report published

(B) **Annual report:** Close of calendar year in which published

[New - 03/31/2021]

**1004-006 EQUIPMENT ISSUANCE LOG:**

**Division/unit:** Administrative services

**Maintenance system:** local government preference

**Record series content:** Record concerning equipment assigned to each sheriff deputy. Log may include deputy name, equipment issued, serial number, badge number, Taser number, date issued, etc.

**Classification:** 1.21.2.110 NMAC, Logs

**File closure:** Date equipment returned

[New - 03/31/2021]

**1004-007 to 1004-010**

**1004-011 INTERNAL AFFAIRS CASE FILES:**

**Division/unit:** Internal investigations

**Maintenance system:** local government preference

**Record series content:** Records documenting complaints against officers or civilian employees and results of subsequent investigations. File may include the complaint (e.g., officer involved shooting, misuse of office, etc.), sustained findings, tapes or transcriptions of hearings, staff inspection order, order to appear, evidence (e.g., tapes, videos, reports, photographs, etc.), copies of police reports, medical releases, investigation summary, chain of command reviews, case reviews, case recommendations, sheriff's determination, determination notification copy, etc.

**Classification:** 1.21.2.230 NMAC, Grievances and Investigations

**File closure:**

(A) **Disciplinary action taken:** Date officer leaves department

(B) **Disciplinary action dismissed:** Date of incident

**Confidential:** Portions of these records may be confidential per Section 29-10-4 NMSA 1978 (i.e., arrest record information), Section 14-2-1 NMSA 1978 (i.e., open investigation file), Section 14-6-1 NMSA 1978 (i.e., medical information).

[New - 03/31/2021]

**1004-012 to 1004-020**

**1004-021 CRIMINAL HISTORY RECORDS:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records of complete cumulative history on any subject arrested for a crime by the sheriff's department. File may include name of suspect, DOB, social security number, physical description, federal bureau of investigation number, address, employment, marital status, education, date of arrests or releases, mug shots, fingerprints, facts surrounding investigation, final court disposition, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:**

(A) **Adult records:** Date of final court disposition

(B) **Juvenile records:** Date of final court disposition or date subject reaches 22 years of age, whichever comes first

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-022 CRIMINAL HISTORY SYSTEM:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** System used to track all incident and arrest reports filed by county sheriff deputies. Data may include name, date of birth, social security number, physical description, federal bureau of investigation number, address, employment, marital status, education, date of arrests or releases, mug shots, fingerprints, facts surrounding investigation, final disposition, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:**

(A) **Adult records:** Date of final court disposition

(B) **Juvenile records:** Date of final court disposition or date subject reaches 22 years of age, whichever comes first

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-023 INCIDENT REPORTS:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning felonies or misdemeanors committed and relevant information surrounding the incident. Report may include incident type, case number, national crime information center entry date, incident code, investigative information, incident location, incident date, time, reporting area complaint, victim, suspect, social security number, vehicle and witness information, arrest date, narrative, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:**

(A) **Adult records:** Date of final court disposition

(B) **Juvenile records:** Date of final court disposition or date subject reaches 22 years of age, whichever comes first

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-024 ARREST REPORTS:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning the arrest and booking of suspects. Report may include subject name, social security number, arrest number, physical characteristics, arrest date and time, arrest location, arresting officer name, charges, etc.

**Classification:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:**

(A) **Adult records:** Date of final court disposition

(B) **Juvenile records:** Date of final court disposition or date subject reaches 22 years of age, whichever comes first

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

#### **1004-025 UNIFORM TRAFFIC CITATION:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning uniform traffic citations issued by sheriff's deputies. Citation may include citation number, subject name, address, city, state, name of person charged, social security number, physical description, DOB, gender; car registration number, year, state, make, type of vehicle involved, state, driver's license number; section number and offense charged, date and time of arrest, arresting officers signature, identification number, conditions existing at the time of violation, notice to appear information, penalty assessment notice, warning notice, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date citation issued

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number)

[New - 03/31/2021]

#### **1004-026 UNIFORM ACCIDENT REPORTS:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning the investigation of vehicle accidents. Report may include date and time of accident, location, persons involved, social security number, vehicles involved, vehicle or property damage, injury codes, seat belt codes, witness information, road and weather conditions, contributing factors, driver or pedestrian sobriety or physical condition, diagrams, etc Serves as input to the criminal history system.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date of accident

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

#### **1004-027 BACKGROUND CHECK REQUEST:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning background checks on individuals for employment or volunteer purposes. Request may include the written request, name, alias, DOB, arrest record, request for incident report, social security number, name of requesting entity, etc.

**Classification:** 1.21.2.206 NMAC, Employment Screening

**File closure:** Date background check released

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-028 RELEASE ORDER FILES:**

**Division/unit:** Law enforcement

**Maintenance system:** local government preference

**Record series content:** Records concerning the authorized release order of inmates from custody by the sheriff's office. File may include bench warrant, name of booking authority, amount of bond, *release of custody* form, *bond acceptance* form (name, date, address, city, state), court services docket sheet, etc.

**Classification:**

(A) **Adult records:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile records:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:**

(A) **Adult records:** Date of final court disposition

(B) **Juvenile records:** Date of final court disposition or date subject reaches 22 years of age, whichever comes first

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-029 to 1004-040**

**1004-041 COURT PROCESSES OF SERVICE FILES:**

**Division/unit:** Court services

**Maintenance system:** local government preference

**Record series content:** Records documenting civil and criminal processes served. File may include citations, subpoenas, notices, injunction, warrants, executions, etc.

**Classification:** 1.21.2.121 NMAC, Tracking

**File closure:** Date of service

**Confidentiality:** Portions of record may be confidential pursuant, but not limited to 5 USC, Section 552a (i.e., social security number), Section 29-10-4 NMSA 1978 (i.e., arrest records) and Section 14-2-1 NMSA 1978 (i.e., "law enforcement records that reveal confidential sources, methods, information or individuals accused but not charged with a crime").

[New - 03/31/2021]

**1004-042 to 1004-050**

**1004-051 VIDEO OR VOICE RECORDINGS:**

**Division/unit:** Evidence

**Maintenance system:** local government preference

**Record series content:** Records concerning surveillance, evidentiary footage or recordings of all facilities. Record may include footage or recordings of jail booking area, entrance or exit areas, parking areas, driving while intoxicated arrests, interviews, any criminal incident, etc.

**Classification:**

(A) **Routine surveillance or recordings:** 1.21.2.136 NMAC, Safety, Security and Access

(B) **Incident surveillance or recordings:** 1.21.2.929 NMAC, Case Files - Law Enforcement

**File closure:**

(A) **Routine surveillance or recordings:** Date file created

(B) **Incident surveillance or recordings:** Date investigation closed

[New - 03/31/2021]

**1004-052 PROPERTY RECORD FORMS:**

**Division/unit:** Evidence

**Maintenance system:** local government preference

**Record series content:** Records concerning property or evidence that is seized or found. Record may include: evidence tag or lost and found tag (date and time acquired, date and time item placed in evidence area, case number, offense, place of occurrence, area, item type, name DOB, telephone number, address, officer remarks, article description, serial number, controlled substance weight, officer name, employee number, officer's signature, value, item location, investigative unit referred to, property disposition information, name of officer placing evidence in evidence area), chain of custody, etc.

**Classification:** 1.21.2.933 NMAC, Evidence

**File closure:**

(A) **Guns:** Date of final disposition of case

(B) **Lost and found:** Date acquired

(C) **All other material:** Date of final disposition of case

[New - 03/31/2021]

**1004-053 to 1004-060**

**1004-061 RADIO OR TELEPHONE RECORDING SYSTEM:**

**Division/unit:** Radio dispatch

**Maintenance system:** local government preference

**Record series content:** System used to track all incoming and outgoing radio or telephone calls received for the county sheriff's office and animal control. Recordings may include name of person calling, address, telephone number, reason for call, date and time of call, name of responding officer, unit number, dispatcher name, etc.

**Classification:** 1.21.2.918 NMAC, Response

**File closure:** Date of call

[New - 03/31/2021]

**1004-062 to 1004-070**

**1004-071 ANIMAL CONFINEMENT AGREEMENT FILES:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning animals picked up for aggressive behavior by animal control officers. File may include name and address of owner, animal information, name and address of victim, time of bite, date and time of incident, nature and location of wound, where animal is to be confined, and date of release of animal, etc.

**Classification:** 1.21.2.601 NMAC, Agreements - Other

**File closure:** Date animal released to owner, animal shelter or game warden

[New - 03/31/2021]

**1004-072 ANIMAL OFFENSE REPORTS:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning investigation of animal complaint received from general public. Report may include date, time of pick up, type of animal, color, reason for pick up, case number, complainants name and address, time complaint received, time officer dispatched, written complaint, incident and report number, etc.

**Classification:** 1.21.2.926 NMAC, Accidents and Incidents

**File closure:** Date case closed  
[New - 03/31/2021]

**1004-073 ANIMAL CUSTODY CARDS:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning the release of the animal by owner to animal control. Card may include case number, officer name, impound location, time of impound, type of animal, breed, color, gender, age, license number, rabies tag number, owner's name, address, signature, reason for release, rabies number, release form, etc.

**Classification:** 1.21.2.642 NMAC, Waivers and Releases - Legal Matter Management

**File closure:** Date release signed

[New - 03/31/2021]

**1004-074 ANIMAL TRAP LOAN AGREEMENTS:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning the tracking of humane animal traps loaned to the general public. Agreement may include borrower's name, address, date, time, signature, etc.

**Classification:** 1.21.2.601 NMAC, Agreements - Other

**File closure:** Date of agreement

[New - 03/31/2021]

**1004-075 ANIMAL LICENSE REGISTRATION FORMS:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning the registration of all dogs in the county. Form may include owner name, address, telephone number, dog name, tag license number, rabies tag number, etc.

**Classification:** 1.21.2.506 NMAC, Short-Term Permits

**File closure:** Date license issued

[New - 03/31/2021]

**1004-076 ANIMAL CITATION FILES:**

**Division/unit:** Animal control

**Maintenance system:** local government preference

**Record series content:** Records concerning animal control citations issued to animal owners. File may include *violation citation* form (owners name, address, social security number, date of birth, telephone number, place of employment, ordinance number, remarks, officer name, signature, identification number, date signed, and notice to appear), *dispatch* form, etc.

**Classification:** 1.21.2.930 NMAC, Citation Management

**File closure:** Date citation issued

[New - 03/31/2021]

**1004-077 to 1004-090**

**1004-091 INMATE FILES:**

**Division/unit:** County jail

**Maintenance system:** local government preference

**Record series content:** Records concerning inmates incarcerated at the county jail. File may include *booking authority* form, *inmate data* sheet, *classification and housing separation profile* form (date, booking number, file number, race, DOB, age, sex, inmates name, citizenship, religious preference,

educational history, confinement history, primary factors for classification and separation of inmates, officer signature, housing assignment, cell number), *initial custody assessment* form, (severity of current offense, offense history, escape history, disciplinary history, alcohol or drug abuse, stability factors, scale summary and recommendations), social security number, offense, arraignment information, probable cause statement, criminal complaints, served warrants, medical clearance, property inventory, bond information sheet, extradition information, date of commitment, arresting agency, copy of arrest report, amount of bond, release orders, segregation information, trustee information, protective custody information, date released, judgment and sentence orders, copy of release orders, fingerprints, mug shots, etc.

**Classification:**

(A) **Adult inmates:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile inmates:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number); Section 14-6-1 NMSA 1978 (i.e., medical information).

[New - 03/31/2021]

**1004-092 INMATE MANAGEMENT SYSTEM:**

**Division/unit:** County jail

**Maintenance system:** local government preference

**Record series content:** System used to track and monitor number of incoming and outgoing inmates at the county jail. Data may include inmate name, address, telephone number, date of birth, emergency contact, classification, mug shots, fingerprints, social security number, prior arrests, releases, offense, judgment and sentence, medical information, etc.

**Classification:**

(A) **Adult inmates:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile inmates:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of release

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number), Section 14-6-1 NMSA 1978 (i.e., medical information).

[New - 03/31/2021]

**1004-093 TEMPORARY INMATE FILES:**

**Division/unit:** County jail

**Maintenance system:** local government preference

**Record series content:** Records concerning state prisoners housed temporarily at the county jail and inmates that are held less than forty eight hours. File may include name of inmate, DOB, property inventory sheet, length of sentence, offense committed, corrections classification pending transfer log, etc.

**Classification:**

(A) **Adult inmates:** 1.21.2.902 NMAC, Inmate Files - Jail

(B) **Juvenile inmates:** 1.21.2.903 NMAC, Inmate Files - Juvenile

**File closure:** Date of transfer or release

**Confidentiality:** Portions of this record may be confidential per 5 USC Section 552a (i.e., social security number).

[New - 03/31/2021]

**1004-094 INMATE TELEPHONE SYSTEM:**

**Division/unit:** County jail

**Maintenance system:** local government preference



**Record series content:** Records concerning recordings of telephone calls made by inmates. Data may include inmate name, telephone number called, date, time of call, verbatim recording, etc.

**Classification:** 1.21.2.910 NMAC, Surveillance

**File closure:** Date of call

[New - 03/31/2021]

**1004-095 JAIL INCIDENT REPORTS:**

**Division/unit:** County jail

**Maintenance system:** local government preference

**Record series content:** Records concerning incidents involving correctional officers or inmates. File may include name of inmate or correctional officer involved, date of incident, description of incident, disciplinary action taken, etc.

**Classification:** 1.21.2.901 NMAC, Complaints and Investigations

**File closure:** Date of final action

[New - 03/31/2021]

**1004-096 JAIL VISITORS LOG:**

**Division/unit:** County jail

**Maintenance system:** local government preference

**Record series content:** Log of daily visitors to facility. Log may include visitor name, address, driver's license number, inmate name, badge number, date, relationship to inmate, time in, time out, date, officer on duty, etc.

**Classification:** 1.21.2.909 NMAC, Security and Access

**File closure:** Close of calendar year in which created

[New - 03/31/2021]