



COLORADO

Office of Behavioral Health

Department of Human Services

Redaction and Omission Guidelines for Police Reports

Police reports are an important tool for educators to use in order to determine an individual's ability to understand their charges and potential consequences. Before disclosing any reports, these must be reviewed and any information or personal data that is inappropriate for the client to see should be redacted or omitted. ***Please note that educators should never give copies of their police reports to the individual in restoration services. They should be redirected to their attorney for any case information.***

REDACTION

- Care must be taken to read the entirety of the report, as it may not be immediately obvious that references are made in the report regarding information which should be redacted.
- Items to be redacted:
 - Full and partial name(s) of witness(es) should be redacted.
 - Any location information specific to the witness(es) should be redacted such as home or work address.
 - Names/Badge Numbers of Law Enforcement Officers
 - Any identifying information of witness(es) should be redacted including Date of Birth (DOB), Driver's License Number, Social Security Number, Cell Phone Number, Etc.
 - Inadvertent reference's to witness location. *"I went to ABC repair across the street from my house..."*
 - All references to informants and their activities within the case.

OMISSION OF IRRELEVANT DOCUMENTS

Frequently, there are documents included in the files that are irrelevant to the education process of the individual in restoration services. These documents should be omitted from the education materials. If these materials have been printed for review and redaction, we ask that you shred these documents. Examples of these documents may include:

- Witness lists
- Past criminal histories of witnesses
- Inappropriate or disturbing photographs
- Medical information of witnesses or participants
- Any blank pages or blank forms