**Office of Administrative Management: Standard Operating Procedure**

Office of Research Services/Office of Research Facilities

Standard Operating Procedure: National Institute of Health (NIH) Police Report Request

Issuing Office/Branch: OAM/MARB

OAM SOP Number: 6003

Approved Date: 09/27/2011

Approved By: ORS Director

Last Reviewed: 8/18/15

TABLE OF CONTENTS

1. [Purpose](#Purpose)
2. [Definitions](#Definitions)
3. [Responsibilities](#Responsibilities)
4. [Procedures](#Procedures)
5. [Routing](#Routing)
6. [Records Retention and Disposal](#Records)
7. [References](#References)
8. **PURPOSE**

**Goals/Objectives**

To provide guidance on how to request a police report for individuals who have been involved in an incident on the NIH property where the NIH Police responded.

**Coverage/Scope**

This document covers all NIH employees, contractors and private citizens that requestsa police report.

1. **DEFINITIONS**

|  |  |
| --- | --- |
| **Individual requester**  | A person involved in an accident or incident. |
| **Business requester** | Supervisor of an individual involved in an accident or incident; NIH Employee Relations or Human Resources. |
| **Bonafide**  | Using good faith without fraud or deceit.  |

**C. RESPONSIBILITIES**

* **Requester:** Sends a request for a report in writing via e-mail, fax, bonded courier, or regular mail, including a 7-digit police case number (PD-XX-XXXXX) and brief reason (no more than 1 or 2 sentences) for requesting the report (bonafide or business), to the Privacy Act Coordinator (PAC).

 **NOTE**: Requests from insurance companies, employers, or media must be on official letterhead.

* **Privacy Act Coordinator:** Contacts the Division of Police (DP) and requests the incident report.Reviews and redacts all personal identifers; contacts the requester for pick up. Releases the report to the requester.
* **Division of Police:** Provides the report to the PAC .

**NOTE**: Please note that in order to protect other’s privacy, your report may be redacted to containinformation only pertaining to you. In cases where a third-party is making the request, the report may be redacted according to exemptions stated under [the Freedom of Information Act (FOIA).](http://www.nih.gov/icd/od/foia/5usc552.htm)

**D. PROCEDURES**

1. An individual involved in an incident occuring on NIH property with an NIH Police response, must obtain a police case number from the NIH Police Officer dispatched to the scene.

2. The request for a police report must be in writing via e-mail, fax, bonded courier, or regular mail to the PAC. The request must include the police case number and a brief reason (no more than 1 or 2 sentences) for requesting the report (bonafide or business). If the requester was unable to obtain a police case number, he/she must provide information that will assist in identifying the incident (date, time, location, and/or name of parties involved).

1. The PAC logs the request into Management Analysis Review Branch (MARB) database.
2. The PAC contacts the DP with the appropriate information. The DP prints the report and delivers it to the PAC for review (1-2 days). The normal turnaround for delivery back to the requester is 4-5 business days.
3. The PAC contacts the requester via encrypted e-mail or phone that the report is ready for pick up **unless he/she has asked that it be mailed**. If this is the case, go to number 6. The report is put in a sealed envelope and the requester or the requester’s designated person picking it up must show a valid government-issued ID (This confirms that they are the individual requesting their own report, or they are authorized to pick it up for another individual).
4. The MARB strongly suggests that the report be picked up. In extenuating cirumstances that the report cannot be picked up the requester can ask that it be mailed. The PAC wil send the report by the most secure mode possible, i.e., encrypted e-mail, home fax, bonded courier, or FedEX, UPS or certified US mail to the requester’s home address.

7. The PAC logs out the police request.

**E. ROUTING**

1. Requester
2. Privacy Act Coordinator
3. Dvision of Police
4. Privacy Act Coordinator
5. Requester

**F. RECORDS RETENTION AND DISPOSAL**

All records (e-mail and non-e-mail) pertaining to this SOP must be retained and disposed per NIH Manual Chapter 1743, Keeping and Destroying Records. (<http://oma1.od.nih.gov/manualchapters/management/1743/>).

Note that all government e-mail messages are considered Federal records, as well as government property.

**G. REFERENCES**

Privacy Act: <http://www.hhs.gov/foia/privacy/>

Freedom of Information Act: <http://www.nih.gov/icd/od/foia/5usc552.htm>

Keeping and Destroying Records: <http://oma1.od.nih.gov/manualchapters/management/1743/>

**This SOP is in effect until otherwise rescinded. For help with this SOP, contact the issuing office noted at the** [**beginning of this SOP**](#IssuingOffice)**.**