

## **MANDATORY REDACTIONS**

The following is a list of items that **MUST** be redacted from the front page of the KSOR, supplemental pages or media copies of a report with no KSOR. All other information not listed below should be released:

- Only month and day on dates of birth;
- Social Security numbers – entire number must be redacted, no portion released;
- All suspect information;
- All juvenile information (17 and under, remove everything associated with the juvenile)\*;
- Mandatory reporters (nurse, doctor, psychiatrist, school counselor, etc.) if reporting a child abuse crime\*;
- Any property serial numbers, account numbers from banks or financial institutions or identifying numbers;
- All victim information on any sex crime case and any information that could identify the victim; name, spouse's name, relative's name, street address, extended zip code \*;
- Incident location of any sex crimes case.

\*If you are redacting a name, you must redact any information that would identify the person whose name you are redacting

### **Exceptions:**

- **KLER Reports**
  - Entire KLER reports are open to release;
  - Completely redact all **social security numbers ONLY**.

Anyone wishing to have more than open pages of an offense report will need to submit a KORA request. **This includes all miscellaneous reports.**

If requesting photographs or body worn camera video for any case a KORA request will need to be submitted.

KORA requests are not meant to supplant discovery motions or subpoenas. If a citizen has a criminal court date pending and is seeking the complete incident report about the pending case, they should file a **Discovery Motion** through Municipal Court for cases pending in the City or through District Court for cases pending there. If a citizen is seeking a complete incident report or reports for a civil case that are not open with a KORA request, they can attempt to obtain the reports by filing a **Subpoena for Records** through Sedgwick County District Court.

Each video is assessed individually. If there are concerns or questions, the Law Department is consulted to determine a recommendation. Our video unit utilizes the following guidelines.

**Redaction Requirements for AXON Video:**

- Spoken and written dates of birth (month and day only)
- Spoken and written social security numbers
- Names, faces, or anything that would identify a juvenile (17 and under), unless in a public setting where privacy is not assumed \*exceptions: a juvenile offender over the age of 14, or a juvenile driving a vehicle in a traffic accident
- Any video inside a hospital where privacy is assumed would be redacted entirely unless a full signed medical release is obtained
- Any medical information provided outside of a medical facility, written or spoken
- Names and anything, written or spoken, that would identify a mandatory reporter in a child abuse crime
- Names and anything, written or spoken, that would identify a sex crime victim
- Anything identifying an officer performing a task in an undercover capacity
- Any identifying feature of safe homes or protected police locations