



Colorado Certified Records Network

“Accreditation through Certification for Law Enforcement Records Professionals”

The Colorado Certified Records Network (CCRN) is the Training Division working in conjunction with the Association of Law Enforcement Records Technicians, Supervisors, and Managers (ALERT/SAM) which establishes a standard by which public safety personnel can be measured, accredited, and recognized according to criteria of experience and capability established by their peers. CCRN is governed by a Board of Advisors, endorsed by the County Sheriffs of Colorado (CSOC), the Colorado Association of Chiefs of Police (CACPP), and recognized by the Colorado Department of Law’s Peace Office Standards and Training (POST).

Objective:

The primary objective of CCRN is to reinforce and enhance the level of professionalism now commonly expected of public safety records personnel. Changes in technology, legal issues, and records management systems significantly increase the potential for both active participation in law enforcement challenges and for personal and agency liability. Training and certification have never been more essential. CCRN candidates will receive the Colorado Certified Records Technician (CCRT) designation by attending the specified CCRN training sessions and passing the required examinations.

Benefits of Certification:

Raising the skill level of records personnel will strengthen the profession as a whole and bring recognition to those individuals achieving the CCRT designation. Both the employee and the agency benefit when records personnel receive training that is designed to keep them current with legal and regulatory mandates and introduce them to new technological advances that can impact the records function. The potential for liability issues is reduced and the ability to support law enforcement is greatly enhanced. Certified records technicians should also command increased compensation commensurate with their skills and abilities.

CCRTs are invited to use the CCRN link located within the ALERT/SAM website <https://alertsamccrn.colorado.gov/>. CCRTs are required to adopt the CCRN Code of Ethics (see page five). CCRN’s Board of Working Advisors (BOA) will review known violations in an effort to maintain the integrity of the program. The decision to revoke the certification of any CCRT who is found to be “not in good standing” is at the discretion of the BOA.

Applying for membership:

Persons wishing to become a CCRT must complete and submit an application form. Applications may be obtained from any member of the BOA, at trainings throughout the year, or online at <https://alertsamccrn.colorado.gov/> and should be sent or emailed to the BOA handling the registration for the annual conferences.

Membership in ALERT/SAM is required as funding for training seminars is paid in part by annual dues. Annual dues are currently \$100 per year and may be paid by contacting the ALERT/SAM Treasurer.

The Certification Process:

The Five-part training program is divided into the following skill sets:

- Section 1: Principles of Records Management
- Section 2: Communication & Customer Service
- Section 3: Technology Resources
- Section 4: Colorado Open Records Act Law (CORA)
- Section 5: Intergovernmental Communication

Experienced law enforcement and other professional trainers will provide classroom instruction. Examinations will be developed by the instructor to ensure fairness and accuracy.

Examinations:

Certification must be achieved within three (3) years of application to CCRN or the entire process must be repeated in order to remain current with legal and procedural applications that change over time.

Training Seminar Exams – Skill Sets 1, 2, 3, & 5

Exams will be disseminated at the conclusion of each CCRN training conference. Members will be emailed the tests after each conference by the Testing Advisor. The list is generated from the sign-in sheets from each section of the conference.

The exams for training conferences will be “take home/open book” exams. All exams are to be taken on an individual basis and are not to be a group effort. Tests must be completed and postmarked by no later than thirty (30) days after the CCRN training. Special exceptions may be made for certain situations and you may contact a board member with questions.

A score of at least 85% for each skill set must be achieved. Members may request clarification on items missed for a particular exam and may request to retake any exam, however failed tests will not be returned in an effort to retain the integrity of the exam process. Members may have three (3) attempts within six (6) months of attending the training seminar to pass a test. If the member cannot pass the test within the time frame, she/he must attend the seminar again and show proof that the class was attended before another attempt can be made at the exam.

Colorado Open Records Act (CORA) Skill Set 4

After attending a CORA class at least six (6) hours in length, members need to request the exam from the specified board member within thirty (30) days of attending a CORA class.

The exams for CORA classes will be “take home/open book” exams. All exams are to be taken on an individual basis and are not to be a group effort. Tests must be completed and postmarked by no later than thirty (30) days after the CORA exam is sent to the member. Special exceptions may be made for certain situations and you may contact a board member with questions.

A score of at least 85% for each skill set must be achieved. Members may request clarification on items missed for a particular exam and may request to retake any exam. Members may have three (3) attempts within six (6) months to pass the test. If the member cannot pass the test within the time frame, she/he must attend the CORA class again and show proof that the class was attended before another testing attempt can be made. The actual test will not be sent out to retain the integrity of the exams.



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COVERED TOPICS & SKILL SETS

SKILL SET 1

PRINCIPLES OF RECORDS MANAGEMENT

- A. Records Storage, Retrieval & Retention

SKILL SET 2

COMMUNICATIONS & CUSTOMER SERVICE

- A. Cultural Diversity
- B. Customer Service
- C. Generational Training

SKILL SET 3

TECHNOLOGY RESOURCES

- A. Databases
- B. Data Integrity

SKILL SET 4

COLORADO OPEN RECORDS ACT

- A. Public Information
- B. Criminal Justice Records
- C. Children’s Codes
- D. Sex Offender Registration/Release
- E. Miscellaneous Criminal Justice Statutes
- F. Professional Conduct

SKILL SET 5

INTERGOVERNMENTAL COMMUNICATIONS

- A. Colorado Criminal Information Center (CCIC)
- B. National Criminal Information Center (NCIC)
- C. Colorado Integrated courts Justice Information System (CICJIS)
- D. NIBRS Reporting
- E. Fingerprinting Process
- F. Sex Offender Registration



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Recertification:

Once certified, CCRTs will be expected to maintain their skills through continued training designed to improve the public safety records information and management profession. Recertification training documentation is required every three (3) years from the original date of Master Certification. If you have any questions, please contact a Board Member.

Training Requirements for CCRN Recertification	Point Value	Maximum Points Allowed per Certification period
<p>A minimum of 16 points is required for recertification Every three years from date of Master Certification <i>CORA class (1/2 day) is mandatory every three years but it is strongly recommended that techs attend every year to stay current with changing laws</i></p>		
Training Provided by CCRN		
Colorado Criminal Justice Law (CORA)	4	6
CCRN Training Conference	12	14
Other Certified Training		
<p><i>A maximum of 12 points may be claimed in this category Attendance of at least a half day CORA refresher is required for Recertification along with other certified training</i></p>		
NIBRS (CBI sponsored)	4	6
CCIC/NCIC (CBI sponsored)	4	6
Sex Offender Registration (CBI sponsored)	4	6
Monthly ALERT/SAM Meeting & Training	1-4 Depending on Length of training	

Within a three (3) year recertification period, if you duplicate trainings (ex: CORA class 1 every year, etc., four (4) points will be received for the first class, and one (1) point for each class taken after for a total of six (6) points (see above list). This pertains to CORA, CCRN Conference, and CBI classes.

To receive credit for classes not listed under ‘Other Certified Training’ is subject to approval by the CCRN BOA. Unless classes are CBI sponsored, directly records related and/or at least eight hours in length, point value assigned will be 1. Maximum points allowed for trainings not listed above will be 4.

To receive credit for courses other than those listed above, members **must** provide the following information:

- ✓ Program title
- ✓ Date of training
- ✓ Length of training
- ✓ Program content
- ✓ Instructor/sponsor
- ✓ Verification certificate



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CCRN Code of Ethics

I shall conduct the responsibilities of my position with integrity and promote and demonstrate the highest possible standards within public safety records management.

I shall be guided, to the best of my ability, by existing laws and regulations covering the management, maintenance, protection and dissemination of criminal justice records information and defend against any illegal or improper actions that might jeopardize the integrity of the records process.

I shall be prudent in the use and dissemination of information acquired in the course of my duties regardless of its source or degree of confidentiality. I shall seek no personal or pecuniary gain from such information and safeguard the welfare of others by my actions.

I shall always seek to make impartial decisions, knowing that personal feelings, prejudices, animosities or friendships have no place in the conduct of my duties.

I shall accept no gifts or gratuities offered as inducements to influence decisions related to my position.

I shall strive for excellence in my profession and be resourceful and proactive in my efforts to pursue and promote educational and developmental training opportunities for all records personnel.