

**DOWNEY POLICE DEPARTMENT  
POLICY ON RELEASE OF POLICE REPORTS**

**Crime Reports**

This Department, in compliance with the State of California Government Code Section 6254(f), will release only certain crime report information to specific individuals. In order to preserve the integrity of the criminal investigations, reports will only be released when the assigned investigator has concluded their investigation into the matter and has closed the case. The only individuals entitled to obtain a crime report are:

1. A person specifically listed by the reporting officer as a victim in the crime report.
2. An authorized representative (with satisfactory supporting documentation) of a person specifically listed by the reporting officer as a victim in the crime report.
3. An attorney of a person specifically listed by the reporting officer as a victim in the crime report.
4. A representative of an insurance company for a person specifically listed by the reporting officer as a victim in the crime report.
5. Any person, other than a suspect or arrestee, who is identified in a police report as having suffered and injury or property loss/damage.

When an individual is deemed to be authorized to receive a police report, only the reporting officer's initial report (crime report face page and narrative) will be released. All other documents associated with the case (such as detective follow-up reports or other documentation) are considered investigative files and as such are exempt from disclosure pursuant to GC 6254(f), (f)(1), (f)(2) and Williams v. Superior Court. (6-9-93) 5 C4th 337.

A major exception to the above rules exists when the crime report in question involves a juvenile arrestee and/or suspect. The Juvenile Division of the Superior Court for the County of Los Angeles as well as California and the State of California through Welfare Institutions Code Section 827 have determined that the juvenile court has the exclusive authority to determine whom, and the extent to which, juvenile report information may be released. Pursuant to the rules and laws set forth by the Juvenile Court and state law, crime reports involving a juvenile arrestee and/or suspect will only be released to:

1. The juvenile suspect/arrestee of the report, and his or her attorney.
2. The parent or legal guardian of the juvenile suspect/arrestee and his or her attorney.

If you would like a copy of a report involving a juvenile arrestee/suspect and are not one of the authorized recipients indicated above, you must first obtain authorization from the juvenile court to obtain the records by filing a court petition. For more information on filing a petition, please call the juvenile court at (323) 526-6377 or visit their website at <http://www.lasuperiorcourt.org/forms/pdf/JUV010.pdf>.

All personal information of people listed in a crime report will be redacted prior to the report being release to protect their privacy.

**Traffic Reports**

In compliance with California Vehicle Code Section 20012, the entire contents of accident reports (except the identity of juvenile suspects- see above for information on reports involving juvenile suspects/arrestee) will only be released to:

1. Drivers involved (including their guardians, conservators, or authorized representatives).
2. Parents of a minor involved in the collision.
3. Persons injured.
4. Owners of vehicles or property damaged.
5. Insurance company or person who may incur civil liability, including threat based on breach of warranty.
6. Any attorney who declares under penalty of perjury that he represents any of the listed persons.

**DOWNEY POLICE DEPARTMENT  
REQUEST FOR RELEASE OF POLICE REPORT**

Report Number: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

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Name of Applicant: \_\_\_\_\_ CDL/ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I am requesting a copy of a:

**Crime / Incident Report**

I am entitled to a copy of this crime / incident report because I am:

- A person specifically listed by the reporting officer as a victim in the crime report.
- An authorized representative of a person specifically listed as a victim in the crime report.
- An attorney of a person specifically listed as a victim in the crime report.
- A representative of an insurance company for a person specifically listed as a victim in the crime report.
- A person, other than a suspect or arrestee, who is identified in the police report as having suffered and injury or property loss/damage.

If the report involves a juvenile arrestee/suspect, I am entitled to a copy of this report because I am:

- The juvenile suspect/arrestee of the report, and his or her attorney.
- The parent or legal guardian of the juvenile suspect/arrestee and his or her attorney.

**Traffic Collision Report**

I am entitled to a copy of this traffic collision report because I am:

- An involved driver (including their guardians, conservators, or authorized representatives).
- Parent / legal guardian of a minor involved in the collision.
- A person injured in the collision.
- An owner of vehicles or property damaged.
- Insurance company or person who may incur civil liability, including threat based on breach of warranty.
- Any attorney who declares under penalty of perjury that he represents any of the listed persons.

I declare under the penalty of perjury that I am the party of interest identified above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Records Personnel Only**

Report Released by: \_\_\_\_\_ Description: \_\_\_\_\_

Report Denied by: \_\_\_\_\_ Reason: \_\_\_\_\_