

PARADISE POLICE DEPARTMENT

Request for Release of Records Instructions / Information

FEES FOR RECORDS

There is a fee for release of records. Please see the Fee Schedule posted at the Police Department . The fee schedule is also posted on the Town of Paradise website, www.townofparadise.com

REQUEST FOR THE RELEASE OF RECORDS

The Request for Release of Records form is provided In order to properly assess requests for a copy of public records held by the Paradise Police Department and/or Fire Department.

Please answer all questions and complete the check boxes as they pertain to the request.

Complete information will reduce unnecessary delays in the processing of the request for records.

Payment of any scheduled fees is required prior to release of the requested records. Payment of fees does not constitute a guarantee that the record will be released. If the record is not able to be released per the Government Code, a refund will be sent.

The following information outlines the laws that govern the release of police records. If you have other questions or need to speak to a police representative regarding this policy, please contact Records personnel at (530) 872-6281 or 872-6241

REVIEW AND REDACTIONS

In order to evaluate each request and maintain the appropriate documentation pertaining to the release of record(s), valid identification will be requested for qualification purposes only, prior to release.

The Government Code and Department Policy requires our personnel to take careful steps to protect the information of those involved. We respect each person's right to privacy, within the exemptions outlined in the California Public Records Act. In some cases, "blacking out" or redaction will occur to meet these requirements.

PUBLIC RECORDS ACT

The California Public Records Act (Government Code) provides information regarding the release of records. Those eligible for the release of records include:

- The victim
- The authorized representative of the victim
- An insurance carrier against which a claim has been and/or might be made
- Any person suffering bodily injury, property damage or loss

However, this Government Code Section also precludes releasing any information or copies of reports, if:

- The disclosure would endanger the safety of a witness or other person involved.

- The disclosure would endanger the successful completion of the investigation and/or related investigation.
- The request is for the name and address of a victim of crimes specifically defined by Penal Code Sections 261, 261.5, 262, 264, 264.1, 273a, 273d, 273.5, 286, 288, 288a, 289, 422.6, 422.7, 422.75, and 646.9. Information is withheld at the victim's request.

JUVENILE REPORTS AND CONTACTS

Juvenile information includes any document relating to juvenile contacts and arrests. Welfare and Institutions Code Section 827 provides the Juvenile Court with exclusive authority to determine whom, and the extent to which, juvenile record information may be released. Release of juvenile information requires the permission of the Presiding Judge of the Juvenile Court for each individual County.

Parents of a juvenile may receive a copy of certain types of reports. All others will need to petition the Juvenile Court directly.

TRAFFIC COLLISION REPORTS

California Vehicle Code Section 20012 provides guidelines for the release of traffic collision reports. If you are requesting a copy of a traffic collision report, you must be one of the following:

- The involved driver(s)
- The guardian or conservator of the involved driver(s)
- The parent of a minor driver
- The authorized representative of the driver(s) with a signed waiver.
- An injured party
- The owner of a vehicle or property damaged by the collision
- Persons who may incur civil liability as a result of the collision
- Any attorney who declares under penalty of perjury that he/she represents any of the above.

ARREST OR DETENTION REPORTS

Those individuals requesting copies of arrest reports with pending court action will be referred to the District Attorney's Office. Arrest reports which have been adjudicated are eligible for release following court disposition.

No arrest report will be released if:

- The disclosure would endanger the safety of a witness or other person involved
- The disclosure would endanger the successful completion of the investigation and/or related investigation;
- The detention is for a medical or similar reason. Disclosure would then constitute an invasion of privacy.