



WESTMINSTER POLICE DEPARTMENT
 8200 Westminster Blvd., Building 5, Westminster, CA 92683
 (714) 898-3315 | FAX (714) 898-5932
 www.westminster-ca.gov

TODAY'S DATE

G.C. 7920.000 California Public Records Act

CASE REPORT NUMBER

REQUEST FOR RELEASE OF POLICE RECORDS (CPRA)

1 YOUR NAME (First, Middle, Last) TELEPHONE NUMBER

DATE OF BIRTH CURRENT HOME ADDRESS

I AM THE: (Please check one.)

2 VICTIM DRIVER INJURED PARTY INSURANCE REP ATTORNEY *representing client with authorization*

PARENT / GUARDIAN LEA Officer PROPERTY OWNER (Home or Auto)

SUSPECT ARRESTED 290 REGISTRANT

I AM REQUESTING:

3 LOCATION OF INCIDENT/CRIME (ADDRESS / STREET) UNIT/APT # OCCURED DATE / TIME

<input type="checkbox"/> INCIDENT or CRIME REPORT	<input type="checkbox"/> TC PHOTOS	<input type="checkbox"/> CALLS FOR SERVICE
<input type="checkbox"/> TRAFFIC COLLISION REPORT		BUSINESS OR RESIDENT (ADDRESS / STREET)
<input type="checkbox"/> EVENT LOG		DATE RANGE FROM
<input type="checkbox"/> ARREST REPORT (See back)		
<input type="checkbox"/> JUVENILE / ARREST REPORT		
<input type="checkbox"/> ANIMAL CONTROL REPORT	<input type="checkbox"/> COPY OF CITE	<input type="checkbox"/> BACKGROUND/CLEARANCE LETTER
		<input type="checkbox"/> 290 PROOF OF REG

"I DECLARE UNDER PENALTY OF PERJURY THAT I AM THE PERSON IDENTIFIED ABOVE AND CAN PROVIDE PROPER IDENTIFICATION."

 REQUESTER SIGNATURE DATE

THIS SECTION FOR MANDATORY POLICE USE ONLY

DENIED RELEASE REASON:

GC 7923.600 Active Investigation or endangered party

Individual is a witness and not involved in incident

Subpoena required or obtained through arraignment

WIC 827 Requires Juvenile Court petition

WIC 15633 Elder or dependant person - Court order

Attorney/client authorization required for release

GC 7927.700 Medical records

Referred to other agency: _____

DENIED: EMP/BADGE

Denial Letter Sent, See Attached

RECEIVED BY: EMP/BADGE

COPY ATTACHED

Photo I.D. Verified

SPECIALIST APPROVED:
 EMP/BADGE

RELEASED BY: EMP/BADGE

REPORT RELEASED

EVENT RELEASED

REDACTED COPY SCANNED

RELEASED VIA:

In person

Fax

Email

Mail

Called P/U

Fees Due upon receipt

General Information:

Our department adheres to an individual's right to privacy. You are not required to complete this form, however it does help in focusing your request and helps is in our search. Our Records Specialists review process is necessary to ensure all laws are followed. We attempt to review each request on a first come, first serve basis and attempt to respond within 48 hours of your request. The California Public Records Act (7920.000) describes the information required for release and any exemptions. Your record may be redacted (blacked out) in accordance with these laws. Other types of public records for city records should be requested through the City Clerk's office. Please share as much information as you know about the record, as this will help us locate the record faster. You will be asked to present proof of identity using a government issued photo ID card, state driver's license or passport. This is to ensure that we are releasing a copy of the record to authorized individuals. We are required to document every request and release of a record from this department.

TRAFFIC COLLISIONS

California V.C. 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:

1. The involved driver(s)
2. The guardian or conservator of the involved driver(s)
3. The parent of a minor driver
4. The authorized representative of the driver(s) and written authorization will be required.
5. An injured party
6. The owner of a vehicle or damaged property as a result of the collision
7. Persons who may incur civil liability as a result of the collision
8. Any attorney who declares under penalty of perjury that he/she represents any of the above.

CRIME REPORTS

The California Public Records Act (CPRA) 7920.000 describes individuals eligible for records, as well as detailing any exemptions. Those eligible for the release of records includes:

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

Exemptions 7923.600:

The CPRA precludes releasing any information or copies of reports, if:

1. The disclosure would endanger the safety of a witness or other person involved.
2. The disclosure would endanger the successful completion of the investigation and/or related investigation.
3. The name, address, and phone number of a witness or confidential informant.
3. The name, address and phone number of a victim of specified crimes defined by G.C. 6254(s)(2) including P.C. 220, 236.1, 261, 261.5, 262, 264, 264.1, 265, 266, 266a, 266b, 266c, 266e, 266f, 266j, 267, 269, 273a, 273d, 273.5, 285, 286, 288, 288a, 288.2, 288.s, 288.5, 288.7, 289, 422.6, 422.7, 422.75, 646.6, 647.9, 422.7, 422.75, shall not be disclosed.

ARREST REPORTS

Arrest reports will only be released by subpoena. If a report is currently being reviewed by the District Attorney's office, you will be referred to court and your public defender for assistance. A copy of an arrest report is provided to court for the public defense to use in representing you. Evidence photographs, audio and video will not be released as it will jeopardize a current court case or investigation.

JUVENILE REPORTS

In accordance with W.I.C. Section 827, the Juvenile Court has the exclusive authority to determine whom, and the extent which, juvenile record information may be released. Juvenile information includes any document relating to juvenile contacts or arrests, even if juvenile court proceedings were not instituted including records of temporary custody and detention of a minor. Pursuant to P.C. 11167, all reports filed with the Child Abuse Registry are confidential. A Juvenile Court petition is required for requesting the records. Parents of juveniles may receive a copy of certain types of reports, but may be redacted for other CPRA exemptions. Petitions are available by this police department and we encourage the use of the Orange County Juvenile Court web site: www.occourts.org.

You will need to fill out your juvenile request with court: JV-575 (Petition to Obtain Report of Law Enforcement Agency) and submit original forms to the court.

ANIMAL CONTROL

Animal Control records for dog bites, vicious dogs will only be provided to the parties involved. Some redactions may exist to protect personal information.

REGISTRANTS (290)

Please refer to the Attorney General's web site if you are petitioning your tier structure for more information.

CODE ENFORCEMENT

Some code enforcement records may be redacted as they are currently under active investigation or personal personal information may exist. Until the case has been officially closed does it become eligible for release under the Public Records Act 7920.000. et. al.