

### **Guidelines for making a Report Requests:**

Reports and other documents requested without a subpoena, court order or specific statutory authority will be treated as a request made under the California Public Records Act (CPRA). Many of the Sheriff's records may be exempt from disclosure under the provisions of the CPRA. (See e.g. Cal. Gov. Code 6254(f).) In order to identify responsive records and review them for possible exemptions, the Sheriff may take up to 10 calendar days to respond to a CPRA request (Cal. Gov. Code 6253(c) and, if necessary, may take a reasonable period of time thereafter to produce the non-exempt records that are responsive to the request.

### **To make a Report Request by email:**

In an effort to save processing time, an electronic version of the [Request Authorization for Release of Case Information](#) form is available on the [Support Services forms](#) link located on the home page of this OCSD web site. The request form will assist the Department in responding to your requests; however, you are not required to fill out this form to request a report. You may submit a Report request via U.S. mail to P.O. Box 449, Santa Ana CA 92702, in person M-F 8am to 5pm at 320 N. Flower St. Santa Ana, CA, 92703, by fax to 714-834-5466 or by email. To request a report via email, click on: [ReportRequest@ocsd.org](mailto:ReportRequest@ocsd.org).

Per Board resolution, the cost of a report is fifteen cents (.15) per page with the exception of a Domestic Violence report which is released at no cost to the victim pursuant to Family Code section 6228. If your request is approved, you will be contacted to arrange pick-up and payment of the report. If the request is denied, you will receive a written denial in accordance with Government Code section 6255(b).

### **Department Guidelines followed to determine when/who a report can be released:**

#### **Crime and Incident Reports:**

Released to:

- Victim(s)
- Authorized representative of victim.
- Insurance carrier against which a claim has been made and/or might be made.
- Person suffering bodily injury, property damage or loss.

Not released:

- If the disclosure would endanger the safety of a witness or other involved party
- If disclosure could endanger the successful completion of an investigation and/or related investigation.
- Name and address of a victim(s) of certain specified crimes will not be disclosed.
- If the Department is prohibited by law from releasing the report (e.g. child abuse reports).

#### **Traffic Collision Reports:**

Released to:

- Drivers involved in the collision.
- Registered Owners of vehicles involved.
- Parents of a minor driver involved.
- Passengers involved listed in the report.
- Insurance Companies
- Those incurring property damage as a result of the accident.
- Those who may incur civil liability as a result of the accident.
- Any attorney who declares under penalty of perjury that he or she represents any of the above persons.

#### **Juvenile Reports:**

Released to:

- Parents of a juvenile may receive a copy of certain types of reports if their child is the only juvenile identified in the report.
- All other requestors must petition the Presiding Judge of the Juvenile Court directly for the release of juvenile records. The Juvenile Court has the exclusive authority to determine whom, and the extent to which extent juvenile record information may be released.