3-09/090.40 - Procedure for Release of Information

Requests made in person by the general public or the media (see Note) for specific information shall be in writing by completing the Release of Information Request (SH-R-394). Records and Identification Bureau uses form (RIB/Info. Sys. 5/94).

Units receiving correspondence (mail or JDIC message) requesting information concerning a criminal case shall be guided by the preceding subsections and, when applicable, by the following procedures:

- Requests for information concerning active cases shall be forwarded to the unit or detective responsible for the case; and
- Requests for information concerning closed or active cases shall be forwarded to Records and Identification Bureau when such cases are not available from the concerned station or unit.

When more than one crime is involved and authorization is received from the investigating detective or unit conducting the investigation for the sale of a requested report, all references to any other crime classification shall be deleted from the sale copy.

The release of information may be in verbal form. In the event excessive time would be necessary to verbalize the information, then the report itself may be made available for purchase.

Request for copies of reports made by victims of Domestic Violence, Sexual Assault, Stalking, Human Trafficking and Elder or Dependent Adult Abuse shall be made in person in writing by completing a victim request form (SH-R-645). A copy of the original report, 911 calls and photographs will be provided to the victim or their designee free of charge per Family Code 6228 (Refer to Field Operations Directive 26-002: Release of Incident Reports for Victims of Domestic Violence, Sexual Assault, Stalking, Human Trafficking and Elder or Dependent Adult Abuse for further).

> **NOTE:** This section does not apply to press releases. For press release procedures, refer to the Policy and Ethics chapter, Miscellaneous Line Procedures and the Case Assignment and Reporting Volume of this manual. Department press board information shall continue to be available.