

Obtaining a Police Report

ARE ALL REPORTS PUBLIC?

As explained in California Public Records Act, many reports documented by police departments are not public as the individuals involved have privacy rights outlined by law in addition to other exemptions under Government Code 6254.

Police reports are not released to suspects or individuals arrested. These individuals may obtain reports through their legal counsel in the discovery and/or subpoena process.

HOW CAN I OBTAIN A TRAFFIC COLLISION REPORT?

Traffic collision reports can be released to authorized persons such as the involved individual, their representative or as provided in California Vehicle Code §20012. Collision reports are generally available 7-10 business days from the date of the incident with the exception of major injury or fatal collisions as they take longer to complete. Collision reports are not written in all circumstances even if an officer responds to the scene.

Request by Phone:

Reports can be requested through the Records Section by phoning **707-441-4060**, weekdays from 8:00 am – 5:00 pm, excluding major holidays.

Online Release:

Collision reports written by Eureka Police Department are available for purchase through the Records office or online through www.crashdocs.org with payment of a \$10 fee.

Mail or Email Release:

Requests can be emailed to: EPDRecords@ci.eureka.ca.gov or mailed to:

**Eureka Police Department
Attn: Records
604 C St.
Eureka, CA 95501**

In your request, please include the following:

- Name and phone number of requestor
- The type of reports – **Traffic Collision**
- A report number, if known
- The date and location of occurrence (address and/or cross streets)
- Involved party names, if known
- Vehicle license number, if applicable
- Release from involved party, if the request is from an attorney
- Authorizing documentation (power of attorney, death certificate or birth certificate, if the request is from an interested party other than the listed victim)

- Mail requests, please include \$10 payment, payments can also be made over the phone.

HOW CAN I OBTAIN A POLICE REPORT?

The release of police reports is governed by the California Public Records Act (Government Code Section 6250-6260) and department policy.

Police report information shall not be released without first establishing both the "right to know" and the "need to know." "Right to know" is defined as the right to obtain police report information pursuant to court order, statute, or decisional law. "Need to know" is defined as the necessity to obtain police report information to execute official responsibilities.

Police reports are not released to arrested individuals and/or suspects. These individuals may obtain reports through their legal representatives through the discovery and/or subpoena process.

Types of reports that can be released:

Property Crime Reports - Copies of the initial reports may be released after the names of arrested persons or suspects are redacted. Any additional lists and descriptions of stolen, damaged, or missing property may also be released.

Person Crime Reports - The face sheet of reports involving crimes against persons, the victim's statement and descriptions of any injuries sustained by the victim may be released. In cases of person crimes which include thefts, e.g., grand theft person, strong-arm robbery, etc., the face sheet plus any lists and descriptions of stolen property or injuries sustained by the victim may be released.

Under Family Code FC 6228, victims of the following crimes are entitled to a copy of their report; domestic violence, sexual assault, stalking, human trafficking, abuse of elder or dependent adult within prescribed timeframes. Reports can be released to victims over 12 years of age or their legal representative as outlined in the code.

Lost or Found Property Reports - Copies of incident reports classified as Lost Property or Found Property may be released.

Types of reports that cannot be released:

- Any reports not listed above
- Investigative supplements
- Photographs of arrested persons, witnesses or suspects
- Reports of booked property or evidence
- Crime scene photographs

GET A COPY OF A POLICE REPORT

If you would like to request a copy of a police/crime report, you may mail or email your request to the Records Section, phone **707-441-4060** weekdays between 8:00 am and 5:00 pm or appear

in person and speak with an employee. You can only receive a crime report if you are an authorized person such as the victim, the victim's representative or as provided in Section 6254 of the Government Code. Requesting a report in person, does not mean the request will be immediately filled. Once the report is ready, you will be phoned to pick up the report. Be prepared to present valid government issued identification and have a valid "right or need" to access the police report as explained above.

Requests can be emailed to: EPDRecords@ci.eureka.ca.gov or mailed to:

**Eureka Police Department
Attn: Records
604 C St.
Eureka, CA 95501**

In your request, please include the following:

- Name and phone number of requestor
- The type of reports – **Burglary/Assault etc.**
- A report number, if known
- The date and location of occurrence (address and/or cross streets)
- Involved party names, if known
- Vehicle license number, if applicable
- Release from involved party, if the request is from an attorney
- Authorizing documentation (power of attorney, death certificate or birth certificate, if the request is from an interested party other than the listed victim)