



## RECORDS AND REPORTS

**THERE WILL BE A \$15.00 FEE FOR THE FIRST 10 PAGES OF EACH REPORT AND \$.10 WILL BE CHARGED FOR EACH EXTRA PAGE.**

### Who May Obtain a Report?

Report release is governed by the Public Records act. Anyone may request a copy of a report but not everyone is *ENTITLED* to a report. Some reports may have confidential information that may not be released. Some reports may list juveniles. For a report listing juvenile information, requestor must petition the juvenile court to obtain a copy. Examples of people who may obtain a copy of a report are:

- ❖ Victims and Others named in a report.
- ❖ Suspects\* in cases that are closed, adjudicated or not under investigation.
- ❖ Parties involved in a traffic collision.

\*Suspects in cases that are pending criminal prosecution may have access to a copy of the report through their legal counsel.

### How do I obtain a Report?

A Report Request Form must be *completed* and *submitted* for review. You will be notified within 10 days if the report is available for release and of the associated fees. You must come to the Department with valid identification to pick up the report.

### Why Was My Request Refused?

The following are some possible reasons for requests being denied:

- ❖ You are not a party to the report.
- ❖ Juveniles were involved and you did not obtain a petition from the Juvenile Court.
- ❖ The report is still under investigation or pending in court.
- ❖ The report is no longer on file and has been disposed of according to law.
- ❖ You are a suspect in the report and there is pending criminal action.