



City of Torrance, Police Department
Application for Release of Information

DATE / TIME OF OCCURRENCE	TYPE OF REPORT <input type="checkbox"/> Traffic Collision <input type="checkbox"/> Crime Report <input type="checkbox"/> Other _____	REPORT NUMBER
LOCATION OF INCIDENT	NAME OF DRIVER / PROPERTY OWNER / INVOLVED PARTY	
NAME OF APPLICANT / AGENCY AND ADDRESS	TELEPHONE	DATE OF APPLICATION
PARTY OF INTEREST (Please Check One) <input type="checkbox"/> Person Involved: Driver, Passenger, Pedestrian, or Victim <input type="checkbox"/> Property Owner <input type="checkbox"/> Authorized Individual (Signed Authorization is Required) <input type="checkbox"/> Parent/Guardian of Juvenile Party <input type="checkbox"/> Representative of Insurance Company or Insurance Adjusting Agency <input type="checkbox"/> Attorney <input type="checkbox"/> Other Party of Interest (Specify) _____		
CERTIFICATION: I declare under the penalty of perjury that ... <input type="checkbox"/> I am <input type="checkbox"/> I represent <input type="checkbox"/> I am an attorney representing ... the party of interest identified in the report hereon. Signature: _____		

FOR OFFICE USE ONLY:		
DISCLOSURE OF INFORMATION ON INDICATED TORRANCE POLICE DEPARTMENT REPORT IS:		
<input type="checkbox"/> AVAILABLE	<input type="checkbox"/> NOT AVAILABLE	
REASON:		
<input type="checkbox"/> DISCLOSURE WOULD ENDANGER THE SUCCESSFUL COMPLETION OF THIS CASE.		
<input type="checkbox"/> DISCLOSURE WOULD ENDANGER THE SAFETY OF THE PERSON (S) INVOLVED.		
_____ SIGNATURE	_____ S/N	_____ DATE

NOTE: UPON RECEIPT OF THIS REQUEST FORM, ACCOMPANIED BY A CHECK OR MONEY ORDER, THE POLICE DEPARTMENT WILL RESPOND WITHIN 10 DAYS.

MAKE CHECK/MONEY ORDER PAYABLE TO: CITY OF TORRANCE

**MAIL REQUEST TO: TORRANCE POLICE DEPARTMENT
ATTN: RECORDS DIVISION
3300 CIVIC CENTER DRIVE, TORRANCE, CA 90503**

Government Code Section 6254 (f) was amended effective March 1, 1982, and generally exempts records of complaints to or investigations conducted by a law enforcement agency and intelligence information or security procedures from mandatory release as public records. There are significant exceptions to this exemption.

Section 6254 (f) identifies certain information which must be made available to victims of specified crimes **unless release of the information would endanger the safety of a person or the successful completion of an investigation.**

I. What information has to be released to victims? In the case of;

Arson,
Burglary,
Fire,

Explosion,
Robbery,
Vehicle Theft,

Crimes of Violence,
Vandalism,
Larceny,

the following must be released:

- A. Names and addresses of persons involved in the incident (except confidential informant(s)).
- B. Description of any property involved.
- C. Date, time, and location of the incident.
- D. All diagrams.
- E. Statements of parties involved in the incident.
- F. Statements of all witnesses (except confidential enforcements).

II. This information will be provided:

- A. To the victim.
- B. To an authorized representative of the victim with waivers.
- C. To an insurance carrier against which a claim has been or might be made.
- D. To any person suffering bodily injury or property damage as a result of the incident.