



TORRANCE POLICE DEPARTMENT

3300 Civic Center Drive, Torrance, CA 90503

310-328-3456 | Fax 310-618-2355

www.torranceca.gov

DATE OF APPLICATION:

INCIDENT #:

In compliance with G.C. 6254(F) California Public Records Act

REQUEST FOR RELEASE OF POLICE RECORDS

Upon receipt of this request form, and a copy of valid identification, the Police Department will respond within 10 days.

Check/Money order payable to: CITY OF TORRANCE

Mail requests to address above ATTN: RECORDS DIVISION.

1	YOUR NAME	TELEPHONE NUMBER
	CURRENT HOME ADDRESS	

Record Requested? (Please check one. Please read the back for certain specifics.)

2	<input type="checkbox"/> INCIDENT/CRIME REPORT	<input type="checkbox"/> TRAFFIC COLLISION	<input type="checkbox"/> DIGITAL MEDIA
----------	--	--	--

3	LOCATION OF INCIDENT (ADDRESS/STREET)	UNIT/APT#	OCCURRED DATE/TIME
----------	---------------------------------------	-----------	--------------------

Requestor's Involvement: (Please check one.)

4	FOR CRIME REPORTS: <input type="checkbox"/> VICTIM <input type="checkbox"/> PARENT/GUARDIAN <input type="checkbox"/> PROPERTY OWNER
	FOR TRAFFIC COLLISION REPORTS: <input type="checkbox"/> DRIVER / PASSENGER / PEDESTRIAN / INSURED PARTY
	OTHER (specify): _____
	AUTHORIZATION REQUIRED: <input type="checkbox"/> INSURANCE REP <input type="checkbox"/> AUTHORIZED IND <input type="checkbox"/> ATTORNEY <input type="checkbox"/> MILITARY RECRUITER

"I DECLARE UNDER PENALTY OF PERJURY THAT I AM THE PERSON IDENTIFIED ABOVE AND CAN PROVIDE PROPER IDENTIFICATION"

SIGNATURE

DATE

<p>OFFICE USE ONLY</p> <p>RECEIVED BY: INITIALS/SERIAL</p> <hr/> <p>COPY ATTACHED</p> <p><input type="checkbox"/> Photo I.D. Verified</p> <hr/> <p>DS TABLE #</p> <hr/> <p>DEPARTMENT TIME STAMP</p>	<p>APPROVED / DENIED BY:</p> <hr/> <p>RELEASE:</p> <p><input type="checkbox"/> Complete Report</p> <p><input type="checkbox"/> Redacted Report</p> <p><input type="checkbox"/> PRA Only</p> <hr/> <p>REQUEST DENIED BASED ON:</p> <p><input type="checkbox"/> Active Investigation</p> <p><input type="checkbox"/> Refer to attached letter</p>	<p>RELEASED BY: INITIALS/SERIAL</p> <hr/> <table border="1"> <tr> <td>RELEASED VIA:</td> <td>DATE:</td> </tr> <tr> <td><input type="checkbox"/> In Person</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Fax</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Email (LEA Only)</td> <td></td> </tr> </table> <hr/> <p><input type="checkbox"/> \$ Due: _____</p>	RELEASED VIA:	DATE:	<input type="checkbox"/> In Person		<input type="checkbox"/> Fax		<input type="checkbox"/> Mail		<input type="checkbox"/> Email (LEA Only)	
RELEASED VIA:	DATE:											
<input type="checkbox"/> In Person												
<input type="checkbox"/> Fax												
<input type="checkbox"/> Mail												
<input type="checkbox"/> Email (LEA Only)												

General Information:

Our department adheres to an individual's right to privacy. Our Records Technicians are trained to adhere to laws of the California Public Records Act. We attempt to review each request on a first come, first serve basis. Upon receipt of the form, accompanied by payment, if required, the police department will respond within 10 days. The review process is necessary to ensure all laws are followed. The California Public Records Act 6250 describes the information required for release and any exemptions, which mean portions of the record, may be redacted under the law. Other types of public records should be sought through the City Clerk's Office.

Directions: By completing this request, we can better understand how to assist you. Please share as much information as you know about the record, as this will help us locate the record faster. For certain types of reports, you will be asked to provide proof of identity using a government issued photo ID card, state driver's license or passport. This is to ensure that we are releasing a copy of the record to authorized individuals. We are required to document every request and release of record from this department.

CRIME REPORTS

The California Public Records Act (CPRA) describes individuals eligible for records, as well as detailing any exemptions. Those eligible for the release of records includes:

1. The victim
2. The authorized representative of the victim
3. An insurance carrier against which a claim has been and/ or might be made
4. Any person suffering bodily injury, property damage or loss

Some Exemptions

However, the CPRA precludes releasing any information or copies of reports, if:

1. The disclosure would endanger the safety of a witness or other person involved
2. The disclosure would endanger the successful completion of the investigation and/ or related investigation
3. The name and address of a victim of specified crimes defined by P.C. 261, 264, 264.1, 273a, 273.5, 286, 288, 288a, 422.6, 422.7, 422.75, shall not be disclosed

TRAFFIC COLLISIONS

California V.C. 20012 provides guidelines for the release of traffic collision reports. If you are requesting a copy of a traffic collision report, you must be one of the following:

1. The involved driver(s)
2. The guardian or conservator of the involved driver(s)
3. The parent or guardian of a minor driver
4. The authorized representative of the driver(s) and written authorization will be required.
5. An injured party
6. The owner of a vehicle or damaged property as a result of the collision
7. Persons who may incur civil liability as a result of the collision
8. Any attorney who declared under penalty of perjury that he/she represents any of the above

JUVENILE REPORTS

Juvenile information includes any document relating to juvenile contacts or arrests, even if juvenile court proceedings were not instituted including records of temporary custody and detention of a minor. In accordance with W.I.C. Section 827, the Juvenile Court has the exclusive authority to determine whom, and the extent which, juvenile record information may be released. A petition to the Juvenile Court is required for requesting the records. Parents of juveniles may receive a copy of certain types of reports, but may be redacted. More information can be found on the Los Angeles Juvenile Court website: www.lacourt.org.