

LEMOORE POLICE DEPARTMENT  
**POLICE RECORDS REQUEST**

All records requests will be processed within 10 days and releasable information will be available during administrative hours upon receipt of applicable fees.

**PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EACH INCIDENT:**

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Type of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

OPTIONAL INFORMATION ONLY:

Crime/Traffic Report Number \_\_\_\_\_ Incident Number: \_\_\_\_\_

Requestors Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Requestors Address: \_\_\_\_\_

Person's Name You Represent (if not requestor): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

- Requestor is:
- |  |   |
|--|---|
| <input type="checkbox"/> Victim (Crime Report)                       | <input type="checkbox"/> Parent/Guardian of Minor Child           |
| <input type="checkbox"/> Property/Vehicle Owner                      | <input type="checkbox"/> Attorney (Signed Authorization required) |
| <input type="checkbox"/> Driver/Passenger (Traffic Collision Report) | <input type="checkbox"/> Insurance Company/Report Service         |
| <input type="checkbox"/> Suspect                                     | <input type="checkbox"/> Law Enforcement Agency                   |
| <input type="checkbox"/> Other (specify): _____                      |   |

\* If requesting on behalf of another person, written proof of authorization is required before documents can be released.

**Incident Reports** are obtained from a computer entry resulting from a telephone call received by the Emergency Communication Center and is limited to information provided to the Public Safety Dispatcher. NO WRITTEN police report is on file with the Lemoore Police Department regarding this incident. Release of this information is accordance to the California Public Records Act, Government Code 7923.615(a)(1). **FEE(S):** \$ 0.10 per page

**Traffic Collision Reports:** These reports are provided to a party of the collision or their representative (attorney, insurance company or parent of a minor child), or a person suffering bodily injury or property damage or loss as a result of the collision, as provided in California Vehicle Code Section 20012. **FEE(s):** \$11.00 for report and additional \$25 if photos are requested

**Traffic Property Damage Only Reports (Form CHP 555-03):** These reports are completed either by the involved parties or the officer in which parties did not require emergency medical treatment on scene or vehicle/property damage only occurred. **FEE:** \$ 0.10 per page.

**Crime Reports:** These reports are provided to a victim or victims representative (attorney, insurance company or parent of minor child), insurance company against which a claim has been made or any person suffering bodily injury, property damage or loss as a result of a crime. Crime reports are not released to arrestees or alleged suspects. **FEES:** \$9.50 or if victim of Domestic Violence initial release is free per Family Code 6228.

**Arrest Reports:** Requests for arrests received within 30 days of arrest will be released per Government Code 7923.610. After 30 days, contemporaneous arrest reports will be available upon request. **Fee:** \$ 0.10

Crime Reports pending prosecution: If you have a pending charges or trial, contact the Kings County District Attorney's Office at 559-584-0326 regarding the release of the report to your defense attorney through discovery.

Crime Reports involving Juvenile suspect: Submit form JV-569, JV-570, JV-571, JV-572, JV- 573, JV-574 and JV-575 to the Kings County Superior Court – Juvenile Division. Forms can be obtained on the County of Kings – Superior Court website.

Crime Reports involving Suspected Child Abuse: These reports are confidential and will be released per State and Federal laws including Penal Code 11167 and may require a Subpoena.

REQUEST COMPLETED BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_  
HOW REQUEST RECEIVED: BY REQUESTOR \_\_\_\_\_ BY Lemoore PD PERSONNEL BY PHONE \_\_\_\_\_

Lemoore PD Records Technician Receiving Request & Date Received: \_\_\_\_\_

Lemoore PD Records Technician to Process Request & Date Received: \_\_\_\_\_