

# CHINO POLICE DEPARTMENT

## REQUEST FOR INFORMATION

**PROCEDURES FOR REQUESTING A REPORT** - This form may be used to request all types of police reports, including traffic collision reports. Turnaround time for routine report requests is ten (10) days from the date the request is received. Completed applications should be e-mailed to [records@chinopd.org](mailto:records@chinopd.org) or mailed to Chino Police Department, Attn: Records Unit, 5450 Guardian Way, Chino, CA 91710. All reports approved for release will be mailed, e-mailed via secure e-mail or otherwise made available for pickup as soon as they are processed. **Please be sure to complete the application to the greatest extent possible, as doing so will help us to identify, locate and ultimately release a complete set of the records that you are seeking.**

**TRAFFIC COLLISION REPORTS** - Traffic collision reports are normally released to persons of proper interest per California Vehicle Code (CVC) §20012. Attorneys representing involved parties must submit a signed authorization from the individual represented and insurance companies must include a policy or claim number on this application form. Collision reports involving fatalities or significant injuries, or those that are criminal in nature, will not be released until completion of the accompanying investigation.

**REPORT REQUEST FEES** - There is no charge for reports that contain 10 or fewer pages. For reports greater than 10 pages in length, a fee of \$0.10 per page is due and payable before the report will be released. There are no fees for reports delivered via secure e-mail, but additional fees may apply to reports that include photos and/or videos, and for reports that must be delivered on physical media (e.g. CDs; DVDs; 'Thumb Drives', etc.). Payment may be made by cash, check or credit card. Victims of crimes are provided the first copy of a report at no cost.

**REPORT REQUEST HELPLINE - (909) 334-3001**

<b>APPLICATION FOR RELEASE OF REPORT</b>		
Case/Event number:	Date/Time of occurrence:	
Type of incident (e.g. traffic accident, crime, other):	Location of incident:	
Name of person or business involved:	Date of birth:	
Name of person requesting report (Last, First M.I.):	Phone:	E-mail:
Mailing address (street, city, state, zip code):		
<b><u>INVOLVEMENT (check one)</u></b>		
<input type="checkbox"/> Victim <input type="checkbox"/> Parent of Victim Under 18 Years Old <input type="checkbox"/> Owner or Registered Owner <input type="checkbox"/> Witness		
<input type="checkbox"/> Driver <input type="checkbox"/> Passenger <input type="checkbox"/> Pedestrian <input type="checkbox"/> Bicyclist		
<input type="checkbox"/> Attorney (requires signed authorization from client) <input type="checkbox"/> Other: _____		
<input type="checkbox"/> Insurance Company Representative – Policy/Claim #: _____		
<b><u>DESCRIPTION OF RECORDS BEING SOUGHT:</u></b>		
<b><u>CERTIFICATION</u></b>		
I declare under penalty of perjury, that the information above is true and correct:		
SIGNATURE: <span style="color: red; font-size: 1.5em; vertical-align: middle;">X</span> _____	DATE: _____	

**DISCLOSURE AUTHORIZATION**

On, \_\_\_\_\_, this request for release of information was reviewed by \_\_\_\_\_.  
Following review, the following authorization is granted for the requested documents:

**Release is Approved**

- Entire document
- Partial document: Pages \_\_\_\_\_
- Portions of this report have been redacted in compliance with PC 964.
- Upon payment of applicable fees, the document will be released. The fee for release of the requested records is \$\_\_\_\_\_. Please contact the Records Unit at 909-334-3001 for payment options.

**Release is Denied**

Your request for records is being returned to you for the following reason:

- We have no record for the information given. If you can furnish an exact date and time, location, parties involved, officer's name or badge number, we will research this request again. We only take private property accident reports for injury accidents or hit and run.
- This matter is currently under investigation and is exempt from disclosure per Government Code section 6254(f). This exemption is permanent and does not terminate once the investigation has been completed (Dick Williams v. Superior Court (1993) 5 Cal.4th 337, 354-362).
- We are authorized to release this information only in response to a Subpoena Duces Tecum.
- This matter is presently a subject of civil litigation involving this City as a plaintiff or respondent. Contact the City's Office of Risk Management (909) 334-3274.
- Please refer this request to the \_\_\_\_\_ department.
- Please refer this request to the California Highway Patrol.
- Other: \_\_\_\_\_

CHINO POLICE DEPARTMENT USE ONLY	
PROCESSED BY:	FEES: \$
DATE DELIVERED:	RECEIPT #:
DELIVERED VIA: <input type="checkbox"/> MAIL <input type="checkbox"/> E-MAIL <input type="checkbox"/> SECURE FILE TRANSFER <input type="checkbox"/> LOBBY PICK-UP	