



TUOLUMNE COUNTY SHERIFF'S OFFICE

"Serving with Professionalism and Pride"

David L. Vasquez
Sheriff-Coroner

REQUEST AUTHORIZATION FORM - RELEASE OF CASE INFORMATION

Case or Incident Number(s): _____

Date and Time of Incident: _____ Location of Incident: _____

Name of Person(s) Involved: _____

Person Requesting Report

Your Name: _____ DOB: _____

Mailing Address: _____ Phone #: _____

Reason for Requested Report (Check appropriate box)

☐ Domestic Violence Restraining Order

☐ Insurance Claim

☐ Victim in the Incident

☐ Suspect in the Incident

☐ Civil Action

☐ Parent/Guardian of Juvenile: ☐ Victim or ☐ Suspect

☐ An authorized representative of a victim, specify: _____

☐ Other: _____

You will be notified by phone when the report is ready for pick-up. Reports can be picked-up between 9:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays. If requested, the report can be mailed to the requesting party.

Signature of Requesting Party

Date of Request

Please note that members of the public, including suspects and arrestees, are generally not entitled to crime reports. Your request will be processed in accordance with applicable laws.

Government Code § 7923 et. seq: Certain contents of a Sheriff's Report may not be deemed public information and may be removed from the report prior to release.

Penal Code § 841.5: The Sheriff's Office is precluded from releasing the address and telephone number of victims and witnesses to suspects. If you are a listed suspect, your copy of the report will be edited accordingly. Your attorney may obtain an unedited copy through the court discovery process.

Government Code § 7922.535(a): The Sheriff's Office has 10 days from the receipt of your request to determine *if* the report may be released. This 10-day period is not a deadline for producing records. Should the request be voluminous, or require research, or computer programming, our office may need a reasonable amount of time to research, review, and inspect records prior to release; therefore, it may take longer before records can be made available.

Office Use Only

Report request accepted by: _____ Date: _____ Paid: _____

Report released & entered into log by: _____ Date: _____

To Victims of Crimes:

It is the policy of the Tuolumne County Sheriff's Office to assist victims of crimes. This includes the timely release of records information to assist the victim(s) in recovering from their loss. We will try to respond to your request in the shortest time possible. We will make every effort to fulfill your information request within 10 days. This time is needed to research your request and prepare the information for release. If your case has been sent to the Tuolumne County District Attorney's Office for possible prosecution, we will have to clear the release of information with that agency.

Government Code § 7923.605(a) identifies certain information which must be disclosed to victims of specified crimes.

The following cannot be released without a court order:

1. Name, address or statements of confidential informants or data from which such information could be obtained.
2. Data which might endanger the safety of any person.
3. Data that could influence the successful completion of the investigation or another investigation.
4. Address/Phone number of sex victims (except to the specific victim).
5. Juvenile reports are subject to review by the Records Supervisor on a case by case basis

Records Retention: Miscellaneous Non-Criminal Reports are only retained for 2 years from the date of completion. We apologize if this causes you any inconvenience.

Fee Schedule: \$0.10 per incident report. Extensive requests or case requests require a \$25.00 cash deposit.