

CONTRA COSTA COMMUNITY COLLEGE DISTRICT
POLICE DEPARTMENT



Ed Carney, Chief of Police
ecarney@4cd.edu

REQUEST FOR POLICE REPORT

It is hereby requested that a copy of the Police Report described below be provided to me. I understand that there is a fee of ten dollars (\$10.00) for the copy of the Police Report requested.

Note:

- Some reports are not to be released such as crime reports involving sex crimes and/or crime reports in which there is an on-going investigation.
- Report copies are non-transferrable.
- Reports will be available within a **minimum of 1 week from the date requested.**
- A receipt is required from the cashier's office prior to the release of the report requested. **DO NOT PAY FOR THE REPORT UNTIL YOU HAVE BEEN NOTIFIED AND YOUR REQUEST HAS BEEN APPROVED.**

INITIALS: _____

*By initialing here, you agree that you have read, understand, and agree to the notice above.

(Name)

(street address)

(city, state and zip)

(phone number)

(e-mail)

Nature of report:

Traffic

Crime

Date of occurrence: _____

Location of occurrence: _____

Name of involved party: _____

(please print)

(case number)

Reason for report: _____

Note: If this report is required for insurance purposes, please check here. Your insurance company will need to request a copy of the report.

*** Office Use Only ***

Date received: _____ Received by: _____

Payment information:

Paid

Check # _____

Other: _____

Other: _____

Authorization of release:

Authorized

Not Authorized

Authorized by: _____

Date: _____

Released:

Yes

No

Released by: _____

Date: _____

Notes: _____