

RELEASE OF REPORTS

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-5-2	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 2

I. PURPOSE

The purpose of this directive is to provide guidelines to all personnel on the release of police reports to authorized personnel.

II. POLICY

While the department strives for its operation to be as public as possible, there are laws, circumstances, etc., that require documents to remain confidential and/or their release is permitted to only a few authorized persons or agencies. Therefore, it is the policy of this Department that the release of police reports will be in accordance with this directive. Directive 1 of the Delaware Criminal Justice System and any other governing State and Federal Law(s).

III. PROCEDURE

A. Accident Reports

1. All requests for accident reports will go through the Chief's office.
2. Requests from insurance companies that represent one or more of the parties involved are entitled to a copy of the report. A written request will be made and a fee of \$25.00 will be submitted prior to the release of the report(s).
3. Officers are to provide an Accident Information Exchange Form to all parties involved in an accident at the time of the accident. If one or more of the parties would like a copy of the accident report, the fee for processing will apply. Parties should be encouraged to have their respective insurance companies request a copy on their behalf.

B. Crime Reports

1. The "victim's copy" of a police report shall consist of only the face sheet of the police report. The narrative and other documents are considered the "investigative report" and are not to be released unless:
 - a. Requested by the Attorney General's Office; or
 - b. By order of a Court with jurisdiction over this department; or
 - c. By request of a Delaware Criminal Law Enforcement Agency.
2. Delaware State Law or Federal law will supersede this policy if there is any conflict.

C. Other Reports / Documents

Any other police report or document not specified above shall not be released without the express approval of the Chief of Police or his/her designee.

ORDERED and EXECUTED 15th day of April, 2013

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Christopher Workman
Chief of Police**