



**Piedmont Police Department**

403 Highland Avenue

Piedmont, CA 94611

(510) 420-3000

FAX (510) 420-1220

**REQUEST FOR RECORDS**

*Government Code Section 6253.1 requires agencies to assist the public in making a "focused and effective" records request.*

*To assist us in locating the record you are requesting, please provide as much of the following information as possible:*

Incident / Case Number(s): \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

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

Name(s) of Involved People: \_\_\_\_\_

*Type of Record(s) being requested OR Reason for Request (victims of crimes are entitled to more information than other citizens):*

Public Records Act (state the type of records you are requesting): \_\_\_\_\_

Domestic Violence Restraining Order (Rush Request)

Civil Action

Criminal Action

Insurance Claim

Parent or Guardian of:  Juvenile Victim  Juvenile Suspect

Party in a Collision Investigation

Suspected of a Crime  Victim of Crime

Other: \_\_\_\_\_

*To assist us in contacting you with the results of your request or to enable us to provide you with the records you have requested, please provide the following. If you are making only a Public Records Act request for the release of records, you are only required to provide enough information to allow us to contact you with the results of your request:*

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

Certain contents of a Piedmont Police Department Report may not be deemed public information and your copy of the documents will be edited to comply with provisions of the law (California Government Code 6254 et seq).

Piedmont Police Department is precluded from releasing the address, telephone, and other identifying information of victim(s) or witness(es) to suspects. Your attorney may obtain an unedited copy of the police report through the court discovery process (California Penal Code 841.5).

The Piedmont Police Department has up to 10 business days from the time of your request to determine if the records may be released. If we need additional time to consider your request or to obtain the record you have requested, we will contact you within the initial 10 business days to notify you of this fact (California Government Code 6253(c)). Once it has been determined that the record can be released, we will release it as expeditiously as possible. Same day service should not be expected.

If it is determined that the records cannot be released to you, you will be notified by telephone or email of the denial and the reason for such denial.

The Piedmont City Council sets the amount of fees in accordance with the actual cost incurred in providing the records requested.

You will be notified by telephone or email when your records are ready for pick-up and the fees due for providing the records. If desired, the records can be mailed to the person requesting them upon receipt of the required fees and a self-addressed, stamped envelope from the requestor.

*I have read and understand the above information and request the release of the records indicated:*

\_\_\_\_\_  
Signature of Requesting Person

\_\_\_\_\_  
Date of Request

**OFFICE USE ONLY**

Request Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Request  Approved /  Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Copy Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Picked up by OR Mailed by: \_\_\_\_\_ Date: \_\_\_\_\_