

# Police Department Manual (PDP)

## PDP 204–01: Release of Reports

Effective: 9/1/1963

Revised: 11/1/2023

### Purpose

To make available information concerning the release of reports

### Sources

Maricopa County Attorney's Office

ASU Police Department

### Applicability

Victims, law firms, insurance companies, and members of the public

### Policy

Most records, including police reports, are eventually classified as public information and subject to release under Chapter 39, *Arizona Revised Statutes*. The ASU Police Department at the Tempe campus is the repository for all police reports taken by this agency at all campuses under its control (Tempe, Polytechnic, West, and Downtown Phoenix).

The Phoenix Police Department is the repository for reports taken by their agency for the Downtown Phoenix campus; similarly, the Scottsdale Police Department is the repository for reports taken at SkySong , the ASU Innovations Center located in Scottsdale. The Mesa Police Department is the repository for reports taken at the Media and Immersive eXperience (MIX) Center in Mesa.

### Procedure

Reports can be released by filing a Public Records Request with the ASU Police Department Records & Evidence Bureau. For a copy of the form, contact the ASU PD Records & Evidence Bureau at 480/965-5645 during normal business hours (M– Th 7:00 a.m. to 4:30 p.m.). Public Records Requests are fulfilled in the order in which they are received and records will be released as soon as possible upon completion of the request.. A fee of \$6.00 for the first 20 pages and \$0.35 per page thereafter is charged. Accepted forms of payment are: exact cash, cashier's check, money order, or credit card (Visa or MasterCard only.)

### Obtaining Criminal Reports

Copies of criminal reports may be obtained after the Public Records Request form has been completed and returned to the records division. Public Records Request forms may be returned in-person, by mail, or emailed at [pdrecords@asu.edu](mailto:pdrecords@asu.edu). For further information on obtaining reports please visit <https://cro.asu.edu/police-forms>.

The following information will not be released:

1. information that would jeopardize the security of an investigation
2. identity of juveniles or victims of sex offenses

3. comments suggesting that a defendant has aided in the investigation
  4. comments regarding suspects or defendants:
    - a. identity of suspects for whom a warrant or summons has not been issued or an indictment returned
    - b. existence of any criminal record or any information concerning the character or reputation of the suspect, except when releasing such information may aid in apprehending the accused or warning the public of potential danger
    - c. existence or contents of any confession, admission, or statement of the accused, or the refusal or failure of the accused to make statements, perform examinations, or submit to testsand
    - d. personal opinions about the innocence or guilt of the accused, the merits of the case, the possibility of any pleas or negotiations, or the value of any evidence, including recovered property.
  5. identity of actual or prospective witnesses to crimes when the disclosure could result in specific harm to the investigation, privacy or confidentiality of a victim or witness, or the best interests of the state
  6. names of deceased before the notification of next-of-kin
  7. information relating to motor vehicle accident reports specifically prohibited by *Arizona Revised Statutes* (ARS) § 39-121, "Inspection of Public Records" and "Attorney General Opinion No. I89-022"
  8. information concerning the planning of selective enforcement efforts, e.g., raids
- and
9. juvenile records, unless directed by a court order.