NC State University Police Department

Policy and Procedure

703 – Report Release Procedures
Approved: May 14, 2026
Replaces Policy 703 Dated: 01/30/2025
*All revisions are in **BOLD** print.*

PURPOSE: To establish procedures for the release of various police reports to other criminal justice agencies and the general public.

POLICY: It is the policy of this department to cooperate with and assist other criminal justice agencies in the release of police reports. It is also the policy of this department to release reports to members of the general public as permitted by state public records law, NC General Statute 132.

DEFINITIONS:

Police Reports - Official reports initiated by police officers and emergency communications officers to include but not limited to, incident/investigation, arrest, "9910 All Purpose Reports" reports and supplemental reports, accident investigation reports (DMV-349) and information exchange forms, Driving While Impaired Investigative Reports, CAD entries, trespass warnings, and citations.

Criminal Justice Agencies - Includes federal, state and local law enforcement agencies as well as federal prosecutor's offices, the State Attorney General's office, and The Wake County District Attorney's office.
General Public – Includes, but is not limited to, victims, witnesses, complainants, suspects, media, attorneys, insurance companies, and non-criminal justice government agencies.

PROCEDURES:

A. Criminal Justice Agency Requests

1. Upon receiving a request from a criminal justice agency for a copy of a police report, the IT & Records Manager or other authorized personnel will release such reports as soon as possible and without delay.
2. If the request is received by phone the person receiving the call will assist by referring the caller to the IT & Records Manager.
3. The entire report, supplements to the report, and supporting documents may be released.
4. The way the request was received will determine the way the records are provided unless otherwise specified by the requesting agency.

B. General Public Requests

1. Officers will advise individuals on the procedures for requesting copies of police reports at the conclusion of their contact with the victim or complainant. Officers will write the case number on their business card and hand it to the victim or complainant.
2. Individuals making routine requests for police reports (i.e. publicly available version) will be directed to the University Police website. All other requests should be directed to the University's online public records portal.
3. Individuals requesting police reports filed prior to the last five (5) years must contact and request them from the Police Department's IT & Records Manager. The requested report will be faxed, emailed, or mailed as requested.
4. Reports filed within the last three (3) to five (5) business days may be pending review and approval; therefore, additional time may be required to fulfill the request.
5. **All release of information and public records requests shall be in accordance with current law as outlined in Chapter 132 of the North Carolina General Statute.**

C. Requests for Discovery

1. Defense has both Constitutional and statutory rights to a broad range of discovery material in criminal cases, but there are also limitations on disclosure, therefore, the Police Department shall not make the determination on what should and what should not be disclosed and when. In all discovery requests, the department should follow the below procedure
2. All requests for discovery shall be forwarded in a timely manner to the District Attorney's Office.
3. Once received, the District Attorney's Office will request the discovery information from the Police Department, which will be forwarded to the IT & Records Manager.
4. Once the request is received from the District Attorney's Office, the IT & Records Manager will fulfill the request for the District Attorney's Office in a timely manner.
5. The IT & Records Manager will notify the Chief of Police immediately about any unusual requests or requests that do not originate directly from a verified source in the District Attorney's Office.
6. Any questions regarding disclosure should be forwarded to the Chief of Police, who will consult with the Office of General Counsel and the District Attorney's Office.
7. No employee (other than the IT & Records Manager or **their** designee) shall provide discovery directly to anyone without the express written permission of the Chief of Police.

D. Media Requests

1. All requests from the media for reports or information should be referred to the Department's Public Information Officer.
2. The Public Information Officer will direct the media to the University Police website for routine requests (i.e. publicly available versions of police reports). All other requests will be directed to the University's public records request portal. The IT & Records Manager should consult with the University Records Officer prior to any release of the records.

E. Subpoenas for copies of reports from Criminal Justice agencies (including the District Attorney's Office for discovery purposes) will be sent to the IT & Records Manager for processing. All other subpoenas should be sent to the Chief of Police for further routing to the Office of General Counsel for handling and response.

F. Guidelines for Releasing Reports

1. Please review "Records Requiring a Court Order" and "Records that may be Temporarily Withheld" (below) before releasing any reports or information.
2. Records Permitted to be Released
    a. Traffic Reports – The entire report may be released unless it is attached to a criminal report. If attached to an incident/investigation report, only the DMV-349 Form and page one of the incident/investigation report may be released.
    b. Incident/Investigation - Only page one is released. This does not include juvenile reports or confidential reports.
    c. Driving While Impaired Investigative Reports – The District Attorney's Office, not the NC State University Police Department, is responsible for the release of these reports.
    d. "9910" All Purpose Reports - All information except the narrative may be released. However, the Chief of Police or their designee may authorize the release of certain information from within the narrative. 9910s that are related to the headings in "e" below may be posted to the website. All other 9910 reports should not be included on the website.

e. CAD Entries - A printed copy of a CAD entry may be released on "Lost Property" and "Accidental Damage to Property." Other CAD entries will not be released without authorization from the Chief of Police or his/her designee on a per request basis. CAD entries should not be included on the website.

f. Citations & Trespass Warnings - These forms may be released in their entirety except for those containing juvenile information. Citations and trespass warnings should not be included on the website.

3. Records Requiring a Court Order

a. The following records will not be released unless the requester presents an Order from a court of competent jurisdiction

b. Juvenile records – may not be released without a court order in accordance with General Statute 7B-3000.

c. Criminal Investigative Reports – A court order is required for the release of page two of incident/investigative reports, any supplemental reports, all written statements, laboratory tests, photographs, and measurements.

d. Records that may be Temporarily Withheld

1) The department may temporarily withhold the name, address, and/or phone number of a complaining victim/witness if release of the information is reasonably likely to pose a threat to the mental or physical health, or personal safety of the complaining victim/witness, or materially compromise a continuing or future criminal investigation. Examples of such investigations include but are not limited to, rape, sexual assault, aggravated assault, assault on a female, harassment, communicating threats, workplace and all domestic violence.

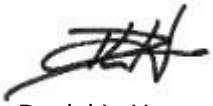
e. Information temporarily withheld shall be made available for release to the public as soon as the circumstances that justify withholding it ceases to exist.

f. In all such cases, the Chief of Police or their designee will determine if such information will be temporarily withheld or released unless an order from a court is presented.

G. Records Fees

In accordance with N.C.G.S. 132-6.2, **UNC System Policy,** and NC State University Regulation 04.00.02, records requests that require more than four (4) hours of resources are subject to a special service charge of $18.00 per hour. The Public Information Officer will advise the Chief of Police or their designee if the request is subject to a special service charge. If the request is subject to a special service charge, then the Public Information Officer will provide an estimate of the costs prior to making the records available and allow the requester the option of agreeing to pay the charge or revising the request to narrow its nature or scope.

APPROVED:



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