

	PARADISE VALLEY POLICE GENERAL ORDER	Order Number
	Release of Police Reports and other Records	82.2
		Date
		01-24-17

82.2 Release of Police *Reports* and other Records

- A. Requests from all persons for copies of police *reports* and other *departmental* records *shall* be directed to the Records section. Copies of records *will* be released pursuant to this policy and *will* be routinely made available, as required by State law:
1. pursuant to requests under the Public Records Act,
 2. to insurance companies and financial institutions for purposes of property damage/loss,
 3. in cases such as burglaries, larcenies, arson and criminal damage,
 4. to accident and crime *victims* and their attorneys,
 5. to defendants in criminal cases and their attorneys,
 6. to prosecutors,
 7. to *officers* who have authored the *report*, who are involved in follow-up investigations or demonstrate other legitimate need for the *report*,
 8. in response to court orders and properly issued subpoenas.
- B. *Employees must guard against the inadvertent release of police reports and other documents containing sensitive, confidential or private information. When no longer needed by an employee, copies of these documents (not including the original) shall be discarded by shredding or other appropriate method.*