



*Alexandria Police Department*  
Directive 3.6B



# RELEASE OF INFORMATION FROM POLICE REPORTS AND RECORDS

Effective Date: 08-12-2015		Cancels: 07-07- 2015
Updated Date:	Section(s):	SME Review Date:
Updated Date:	Section(s):	2018
Updated Date:	Section(s):	

## CONTENTS

3.6B.01	POLICY / PURPOSE
3.6B.02	OFFENSE REPORTS
3.6B.03	MOTOR VEHICLE CRASH REPORTS
3.6B.04	AUTO REGISTRATION, PAWN & GUN FILES, WARRANT INFORMATION
3.6B.05	IMPOUNDED VEHICLES
3.6B.06	STATISTICAL DATA & SPECIAL REQUESTS
3.6B.07	RELEASE OF NON-CRIMINAL INFORMATION

### 3.6B.01      POLICY / PURPOSE

It is our policy to ensure the privacy and security of reports and records maintained by the Department in compliance with all State and Federal guidelines. The purpose of this directive is to outline procedures governing the release of allowable information from police reports and records as a result of inquiries from outside the Department.

### 3.6B.02      OFFENSE REPORTS

- A. Copies of original Offense/Incident Reports (APD-7) or Supplemental Reports (APD-7A) are to be regarded as confidential documents and will not be released to any person outside of the Police Department without the authorization of the Chief of Police, *except as provided by this directive.*

*Offense/Incident Reports (APD-7) or Supplemental Reports (APD 7A) may be released to members/employees of a law enforcement agency, state or federal prosecutor's office, and the Medical Examiner's Office.* If requested, a commander or supervisor may give a summary of a report to the complainant or victim when there is a legitimate law enforcement purpose. Information contained in a report will not be given over the phone to any person, except in unusual circumstances. When deemed necessary, an Information Services Supervisor may release information over the phone to the complainant or victim.

- B. If a report contains information that a juvenile may be a suspect, victim or defendant, the identity of the juvenile will be blacked out to render it illegible whenever the report is shown to anyone outside the Department, except when the recipient is *a member/employee of a law enforcement agency, a state or federal prosecutor's office, the Medical Examiner's Office or an employee of the Court.*
- C. Inquiries related to juveniles should be referred to the Criminal Investigations Division.
- D. Insurance companies or agents may be told by telephone that a report is on file, and be provided with the report number. Insurance verification forms may be provided for a fee to victims and insurance companies. Only ISS supervisors may authorize the release of forms to insurance companies for verification of stolen/damaged property and reportable incidents.
- E. Notwithstanding the provisions of paragraphs A-D, the Commonwealth's Attorneys Office will be notified in any case in which the release of information is requested in any pending criminal matter. The term "pending criminal matter" includes any case in which prosecution of the case is pending or ongoing in any court in Alexandria, or any case that is classified by the Police Department as an open case. Release of information in these cases shall not be without the concurrence of the Commonwealth's Attorney or his/her designee.

<b>3.6B.03</b>	<b>MOTOR VEHICLE CRASH REPORTS</b>
----------------	------------------------------------

The Police Crash Report (FR300) may, for a fee, be provided to any person whose name appears on the FR300; or to such person's attorney or insurance company with proper identification. *The Police Crash Report (FR300) may also be provided to the personal representative of any person injured or killed in the accident, including his or her guardian, conservator, executor, committee, or administrator, or if the person is injured or killed is under 18 years of age, his or her parents or guardian.*

**3.6B.04 AUTO REGISTRATION, PAWN & GUN FILES, WARRANT INFORMATION**

Citizens requesting or inquiring about auto registration information will be referred to the Department of Motor Vehicles. Employees will ensure compliance with VCIN regulations. Information from the pawn and gun files will not be released unless it is to a law enforcement agency. Warrant/Capias information may be released to a law enforcement agency only, with the exception of lookouts as authorized by the *Public Information Office*, or designee. Citizens inquiring by telephone about an outstanding warrant for their arrest will be advised to appear in person *at APD Headquarters* with proper identification.

**3.6B.05 IMPOUNDED VEHICLES**

Information may be released to those who have a need to know about a particular vehicle that was towed from private property or impounded by a City employee. Inquiries of a general nature, i.e., "What kind of vehicles do you have in the impound lot?" will be referred to the Department of Transportation and Environmental Services.

**3.6B.06 STATISTICAL DATA and SPECIAL REQUESTS**

For inquiries about statistical data from researchers and other agencies refer to Police Directive 10.7C, *Release of Statistical Information*.

Freedom of Information Act (FOIA) requests are coordinated through the Department's City Council Liaison. Should an employee receive one directly, he or she will immediately deliver it to that office.

All Subpoena Duces Tecum are to be immediately forwarded to the Commander of Information Services Section.

*Reports disseminated by units within the agency, such as Daily Activity Reports/Watch Logs may contain information that is law enforcement sensitive, confidential, and/or subject to other disclosure limitations. These reports or segments thereof may not be released to any non-law enforcement or media sources.*

**3.6B.07 RELEASE OF NON-CRIMINAL INFORMATION**

The *Public Information Officer*, a division commander, or designee, may release information pertaining to: new programs to be implemented, administrative changes, personnel actions (except those investigated by Internal Investigations), feature articles

on employees, special community programs, crime prevention programs, and rumor control during periods of "community unrest".

**By Authority Of:**

**Earl L. Cook  
Chief of Police**