

Police Reports

(Revised 11/05/2021)

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Forms

The following forms are referenced in this file:

- 04-135 Police Report Requests

Policy

Police reports may be requested from the issuing jurisdiction to assist the SW in understanding situations surrounding case issues. Police reports may be kept in the file under the Intake/Law Enforcement tab, and may become an attachment to a court report for Juvenile Court. If the reporting party (RP) is mentioned in the police report, be sure to redact it prior to attaching the police report to the court report. See [redaction guidelines](#).

A police report is the only type of_Criminal History Information that may be kept in the file.

Police report requests must be submitted at least one week after the date of the incident to allow time for data entry and processing by law enforcement.

There may be times when a police report is not available either due to a pending investigation and law enforcement has not completed their report or the report is older and has been purged. Each law enforcement jurisdiction has different purging schedules.

Procedure for requesting police reports

The 04-135 form is used to request all police reports. Police report requests must include the name, any AKAs, DOB of clients, address of incident, and any other information that you know about the incident.

The procedure for requesting police reports as follows:

If...	Then...
The incident occurred within San Diego Sheriff's Office (SDSO) jurisdiction	<ul style="list-style-type: none">• Email request to SDSO at: Cases.records@sdsheriff.orgOR• Fax request to SDSO at: 858-974-2122.

Procedure for requesting police reports (cont.)

If...	Then...
You do not know which jurisdiction handled the incident	<ul style="list-style-type: none">• Email request to SDSO at: Cases.records@sdsheiff.orgOR• Fax request to SDSO at: 858-974-2122. SDSO will let you know which jurisdiction to contact.
You know which jurisdiction handled the incident	<ul style="list-style-type: none">• Fax request directly to that jurisdiction.• To access law enforcement phone and fax numbers use the local law enforcement information section in the resource guide.• Or use the 04-135 drop down in the “To” section, which lists the fax number for each jurisdiction.

NOTE: All records for incidents handled by SDSO (including their various substation offices) are housed at the main SDSO records office. For additional follow-up, the individual substation contact numbers are in this Resource Guide file: [Sheriff’s Roster - Main and Substation Offices](#).

Some jurisdictions will also allow SWs to obtain a police report in person by presenting their County ID to the law enforcement agency.

Out- of- county or out-of-state police reports

SW should contact the out-of-state or out-of-county jurisdiction through the local law enforcement main phone number or non-emergency line and request the records. All California jurisdictions are under the same information sharing laws and should release records to the SW. Most out-of-state law enforcement agencies have similar information sharing laws as California and should be able to release the report to the SW after a proper request is made.

Police report general information

It is not feasible to produce all police reports related to a particular client. SW should request a rap sheet (see Criminal History Information) and then select specific incidents from the rap sheet where a police report may be needed to give more detailed information.

Alignment with SET

This policy aligns with the SET Practice Framework by supporting SET [Value 5](#) and the Agency’s practice to establish and maintain a strong working relationship with the legal system.
