

Fenwick Island Police Department
800 Coastal Hwy.
Fenwick Island, DE 19944

WILLIAM H. BOYDEN
Chief of Police



Emergency 911
Police Dept. 302.539.2000
Fax 302.539.2519

RELEASE OF POLICE INFORMATION

While this department strives for its operation to be as public as possible, there are laws, circumstances and acts which require documents and information to remain confidential. Their release is permitted only to a few authorized persons or agencies. It is the policy of this Department that the release of police reports and/or information will be in accordance with this practice and with regulations of the Delaware criminal Justice System and any other governing State and Federal Law.

A) Crash Reports:

- 1) All requests for crash reports will go through the office of the Chief of Police.
- 2) Requests from insurance companies that represent one or more parties involved are entitled to a copy of the crash report. A written request will be made and a fee to be determined by the Town of Fenwick island will be submitted prior to the release of the report(s).
- 3) Officers are to provide an Accident Information Exchange Form to all parties involved in a crash at the time of the crash. If one or more of the parties would like a copy of the crash report, the fee for processing will apply. Parties should be encouraged to have their respective insurance companies request a copy on their behalf.

B) Crime/Incident Reports

- 4) The "victim's copy" of a police report shall consist of only the face sheet of the police report. The narrative and other documents are considered the "investigative report" and are not to be released unless:
 - a) Requested by the Attorney General's Office; or
 - b) By order of a Court with jurisdiction over this agency; or
 - c) By request of a Delaware Criminal Law Enforcement Agency.

C) Other Reports and/or Documents

Any other police report and/or document not specified above shall not be released without the expressed approval of the Chief of Police or his/her designee.

Delaware State Law and/or Federal Law will supersede this policy if there is any conflict.