



Berkeley County Sheriff's Office

Report Dissemination and Administrative Fees

Protocol for Release of Police Reports

Police reports are considered “public records” within the meaning of the West Virginia Public Records Act. Law enforcement records must be released unless an exception applies. One exception are those records pertaining to the detection and investigation of crime, and internal records and notations maintained for internal use in matters relating to law enforcement. The primary purpose of this exception, found in W. Va. Code § 29B-1-4(a)(4), is to prevent premature disclosure of investigatory materials which might be used in a law-enforcement action. *Hechler v. Casey*, 175 W. Va. 434, 333 S.E.2d 799 (1985). Based on this exception, the Sheriff’s Office is unable to lawfully provide any police record concerning active investigations OR matters that are actively being adjudicated.

When the Sheriff’s Office receives a request for release of a police report, the department adheres to the following procedures:

1. Determine if the report is associated with an investigation currently in progress.
2. Ascertain if the report is associated with any ongoing criminal proceedings.
3. Decide if the report should be released or not.
4. If the report should be released, perform any required redactions, ensuring the redacted material is not visible.
5. If the report cannot be released, inform the requesting party of the reason.

Accident Report - \$20

Requests for an accident report can be made by completing the attached downloadable form appropriately to be processed. This form is also available at the Berkeley County Sheriff’s Office.

- Accident reports containing photographs or videos are subject to an additional \$15 fee for a copy of the disc.

Criminal Investigation Report - \$20

Request for a criminal investigation report can be made by completing the attached downloadable form appropriately to be processed. This form is also available at the Berkeley County Sheriff’s Office.

- Criminal Investigation reports containing photographs or videos are subject to an additional \$15 fee for a copy of the disc.

Fingerprints - \$5 Per Card

Hours: Wednesdays 11a-1p and Saturdays 9a-11a. A valid photo ID is required to be fingerprinted.

VIN Verifications - \$5 Per Vehicle

If you are unable to bring the vehicle to the Sheriff's Office, you must first come to the office to pay the fee, then information will be provided on the process for a deputy to come to your Berkeley County location to verify the VIN.

Civil Process Fee - \$30 Per Service

This is a non-refundable fee for the process of service to residents of Berkeley County.

*All credit card transactions have an added fee of 2.2% + a \$1.00 convenience fee, per WVIPay.





Berkeley County Sheriff's Office

Report Dissemination Form

Name of Requestor: _____ Today's Date: _____

(Check one) Victim Suspect Driver Attorney Insurance Co. Other

Address: _____

Home Phone: _____ Work or Cell Phone: _____

E-mail Address: _____

If you are an attorney, who are you representing? _____

(Check one) Victim Suspect Driver Other _____

Report Information

Nature of the Incident/Type of Report: _____

Accident: Criminal: Animal Control Report:

Location Occurred: _____

Date of Report: _____ Name of Officer/Investigator: _____

Time of Report: _____ Name(s) of those involved in incident: _____

Number of Copies Requested: _____ (\$20.00 Charge per Report/Copy)

Select which digital media you would like included with your copy of the report:

Photographs: Body/Dash Cam Footage:

- Report releases containing photographs and/or videos are subject to an **additional \$15 fee** for a copy of the disc.
- All credit card transactions have an added fee of 2.2% + a \$1.00 convenience fee, per WVIPay.

Signature of Requestor: _____

OFFICIAL USE – DO NOT WRITE BELOW THIS LINE

OCA #: _____ Assigned Deputy: _____

___ Copy Disseminated ___ Copy Disseminated-Information Redacted ___ Request Denied ___ Report Not Ready

PAYMENT RECEIVED: ___ Credit Card ___ Check ___ Cash ___ Money Order

Employee: _____ Date: _____

Receipt Transaction Number: _____ Date Picked-Up: _____

Comments: _____

