

# Records Frequently Asked Questions

## How can I obtain a copy of a report?

- Please complete an application for crime/incident report. You can download the form from this site by clicking on Forms (Records Request Form) or request a copy from the Records Unit.
- There may be a period of delay during the report preparation/review process, so please consider calling the Records Unit first to check on the availability of the report. (530) 245-6000
- Email request to [sheriff@co.shasta.ca.us](mailto:sheriff@co.shasta.ca.us)

Copies of Crime/Incident Reports are released in accordance with Section 6254 of the California Government Code. These reports are considered to be confidential and are generally releasable to "interested parties" (as defined by applicable State codes) only, or by subpoena or court order.

## My son/daughter was arrested. Can I get a copy of the report?

If your child was over 18 at the time of the incident, you have no right to receive any information. Parents of a juvenile defendant can usually obtain a copy of the report. If you are unable to obtain the report from the Sheriff's Office, you may petition the Juvenile Court Judge (1500 Court Street, room 219) for a copy.

## How can I find out if I have a warrant for my arrest?

You may come in to the Shasta County Jail, or contact a Sheriff's Deputy or any other law enforcement officer with your photo ID. If you have a warrant, you may be taken into custody, or you may be cited and released. Warrant information is not given by phone.

## How do I obtain a copy of my Local Criminal History Record? (Record Review)

A Local Criminal Record application must be completed and may be obtained at the Shasta County Sheriff's Records Department.

- In person, you must provide valid photo ID
- By mail, you must provide valid photo ID, set of your fingerprints (original card, no copies) with your name, date of birth and place of birth. Fingerprints should be placed on a standard fingerprint form (FD-258), commonly used for applicant or law enforcement purposes.

*California Penal Code sections 13300 through 13326 authorize the release of local summary criminal history information to the subject of the criminal history.*

*Local summary criminal history refers only to those arrests compiled by the Shasta County Sheriff's Office. Persons requesting a local criminal history check often refer to this as a "Background Check" or "No Record" letter.*

### **How do I obtain a copy of my state criminal history record?**

- *To obtain a copy of your state criminal history (also known as your "rap sheet"), you must contact the California Department of Justice. (916) 227-3835*

### **How do I obtain a copy of my Federal Bureau Investigation (FBI) record?**

- *To obtain a copy of your FBI record, you must contact the FBI Records Review Unit. (304) 625-3878*

### **How do I get fingerprinted?**

The Shasta County Sheriff's Office has a Live Scan fingerprint station for the purposes of pre-employment. Live Scan digitally transmits your fingerprints to the California State Department of Justice. You may also have your fingerprints produced on a fingerprint card (hard copy), to be mailed to the necessary agency. Anyone being fingerprinted will need to bring identification and a completed "Request for Live Scan Service" form. These forms are obtained from the employing agency. The Shasta County Sheriff's Office charges a minimum processing fee of \$25.00 for Live Scan services, separate from any DOJ or FBI fees.

- You must provide a Request for Live Scan Service Form
- **Valid** picture Identification is required (Drivers license, CA state ID, Military ID, Alien Registration card or a **valid** out of state drivers license.)
- Hours are: 8:00am - 4:30pm, Monday - Wednesday.

### **Where do I go to register as an arsonist, drug offender, or sex offender?**

If you reside in the Shasta County Sheriff's Office jurisdiction, you must report to the Records Unit for your registration process. If you reside in the City limits of Redding, you must report to the Redding Police Department.

- The hours for registration are Wednesday or Thursdays 8:00am - noon and 1:00pm - 4:00pm

### **How may I apply for a concealed weapons permit?**

Applications for concealed weapon permit can be obtained and are processed at the Shasta County Sheriff's Office Records Unit. For information on requirements please go to the FORM section and click on CCW Application Instructions. The concealed weapons permit is also available online. Questions may be directed to (530) 245 - 6025.

### **How can I arrange to go on a "ride-along" with a Sheriff's deputy?**

The Ride-along Program provides an opportunity for citizens to experience the law enforcement function first hand. The Shasta County Sheriff's Office Ride -along Program is offered to residents, students and those employed within the County. Every attempt will be made to accommodate interested persons however any applicant may be disqualified without cause.

### **Procedure to Request a Ride-along**

Generally, ride-along requests will be scheduled by the Watch Commander. The participant will complete a ride-along waiver form and turn it into the Records Unit. Information requested will include a valid ID or California driver's license, address, and telephone number. If the participant is under 18 years of age, a parent/guardian must be present to complete the ride-along form. The Watch Commander will schedule a date, based on availability, at least one week after the date of application. If approved, a copy will be forwarded to the respective Watch Commander as soon as possible for his/her scheduling considerations. If the ride-along is denied after the request has been made, a representative of the Sheriff's Office will contact the applicant and advise him/her of the denial.

### **The following factors may be considered in disqualifying an applicant and are not limited to:**

- Being under 15 years of age
- Prior criminal history
- Pending criminal action
- Pending lawsuit against the Sheriff's Office or County
- Denial by any supervisor

### **Where can I obtain an application for an explosive permit?**

Application for an Explosive Permit can be obtain from the Shasta County Sheriff's Records Unit.

## **Where can I obtain information on Sex Offenders?**

You may obtain sex offender information by going to the Megan's Law Web Site at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov)

- See how you can protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

## **How do I recover found or held property?**

The release of property is coordinated with the Shasta County District Attorney's Office and the Shasta County Sheriff's Office Major Crimes Unit. When a case is being adjudicated, all property associated with it is held as evidence. Once the Trial has been completed, property is returned to the owner. If property is not claimed, it is prepared for auction. Any found property not claimed within 90 days is also prepared for auction. Only those items that can be legally released are auctioned. Property is released by appointment only, during business hours. To make an appointment please call 530-225-5669.