

## **LAKE LURE POLICE DEPARTMENT**

### Records Division of the Lake Lure Police Department

The Lake Lure Police Department is staffed by one Administrative Assistant that is supervised by the Chief of Police, who oversees the Administrative Section daily operation.

The Administrative Assistant is responsible for collecting, maintaining complete and accurate records, distributing and processing paperwork on all individuals arrested, also manual filing and entering data into the department's computer system. They submit crime analysis reports and statistics to the State Bureau of Investigation and for the Federal Uniform Crime Report (UCR). The Administrative Assistant also serves as an important public function, providing copies of accidents/case reports, permits and record checks as requested.

Should it ever become necessary for you to contact us we desire to put you at ease and serve you in the most professional manner. Below we provide you with good to know information about records procedures.

**Requesting Police Reports:** Like all government agencies, the Lake Lure Police Department is required under the Freedom of Information Act (FOIA) to disclose certain records requested in writing by person. Each state has its own public access laws that should be consulted for access to local records. You may find more information on this at the North Carolina Freedom of Information (<http://www.nfoic.org/north-carolina-foia-laws>) website.

Copies of reports may be requested in person, web request, or by mail. The officers have as long as needed to complete investigations. There are many variables which may come into play in whether your report is releasable. If your report is not available for release, you will be notified.

**Accident Reports:** There are no restrictions on release unless criminal charges were or are intending to be filed in relation to the accident and the case is being investigated. Public release must await final court disposition of any criminal charges. If you are involved in a crash (accident) *you* may request a copy of your report and/or your insurance carrier may request a copy by emailing [police@townoflakelure.com](mailto:police@townoflakelure.com). In the email list the insured's name and phone number and the reporting officer's name. If email is not accessible you may visit the Lake Lure Police Department in person at 2950 Memorial Highway, Lake Lure, NC or request a copy by phone by calling **828-625-4911**. Reports for Solicitors/Vendors/Surveys or Marketing or any other with non-involvement in a crash may go to NCDMV to obtain a *Crash Report Request Form* (TR-67A) by going to <https://www.ncdot.gov/dmv/offices-services/records-reports/Pages/crash-reports.aspx>

**Active Investigations:** These case records are not accessible.

**Arrest Reports Request:** must be made to the court. Further information can be found at the North Carolina Department of Justice <http://www.ncdoj.gov/getdoc/d89eb538-15a7-4f65aa96-8219428e64bd/Background-Checks.aspx> website.

**Juvenile Information:** All requests for information must be made to the juvenile court. The police are statutorily forbidden from releasing juvenile arrest information. The Superior Court Juvenile Matters has a venue system which differs from the adult courts; please go to <http://www.nccourts.org/Citizens/CPrograms/Improvement/JCProcess.asp> for more information on the North Carolina Juvenile Court Process.

**Certain Identities:** The identities of certain persons are exempted from disclosure by statute: Sexual assault and risk of injury victims, certain witnesses (as well as signed statements from witnesses), and confidential sources.

**Requesting a Records Check:** Anticipating new employment, adoption, visas for foreign travel? You will need to visit the *Clerk of Court in Rutherford County* at 229 Main Street, Rutherfordton, NC 28139. You may also visit <http://www.nccourts.org/> for information, court calendars, forms and information for paying ticket fines.

You may contact our Administrative Assistant Kat Canant at the Lake Lure Police Department, 2950 Memorial Hwy, Lake Lure, NC 28746 Office hours are Monday thru Friday 8am to 5pm or call our department at 828-625-4911