

Records

The Records Division consists of non-sworn personnel who are primarily responsible for the lawful distribution, accuracy, security, and completeness of police records. This primarily includes records release, retention and destruction, statistics processing and reporting. Data verification is a key Records function that requires a keen eye for attention to detail to ensure statistical crime and arrest data is properly reported to DOJ and FBI monthly.

Our team is dedicated to providing excellent customer service, maintaining and ensuring the integrity of all police records, and providing support to all the police operations.

You can retrieve a records request form by visiting the Mt Shasta Police Department or clicking the link below.

Record requests may take up to 7-10 business days for processing and may be subject to associated fees.

NOTE:

Open or confidential police reports cannot be released. We cannot release reports/records involving juveniles.

If you require further assistance, please contact the Records Division at 530-926-7540

