

SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

TRAINING BULLETIN

"Education promotes professional and responsive law enforcement"

Medical Records Release Form for Assault Victims and Victims of Criminally Related Traffic Collisions

Purpose

To educate officers on the procedures on how to obtain a release for medical records from assault victims. Following these procedures will assist the District Attorney's Office in the timely prosecution of suspects in court.

Introduction

In all assault cases where the victim is treated at a medical facility, the District Attorney's Office requires the medical records documenting the victim's injuries. These records are used in the prosecution of the suspect by showing the type of injuries the victim sustained during the assault.

I. Process for Obtaining Medical Records

The handling officer will fill out a medical records release form when an assault victim, including domestic violence and victims of major traffic collisions involving a crime (e.g. hit and runs and driving under the influence), has received treatment at a medical facility for the injuries received in the assault. The medical records release form is located in the Santa Ana Police Department Report Room. A copy of the [form](#) is also attached to this Training Bulletin.

A. The handling officer is responsible for filling out the following information:

1. The victim's full name in the area on the form indicating the victim authorizes the hospital to release his/her medical records.
2. The hospital's name and date.

B. The handling officer will leave the following areas of the form blank:

1. The section of the form that indicates the type of treatment or diagnosis and the time period.
2. The section on the form that indicates who the disclosure will be made to.

The reason for leaving these areas blank is that it is unknown who exactly will receive the medical records from the hospital and the treatment period could last for several weeks.

The handling officer will ensure the adult victim signs their name on the form where it indicates parent, guardian, or patient. If the victim is a minor (under 18 years) either the parent or guardian must sign. The section that indicates witnesses, either the handling officer or a witness who is present to the signing will sign their names.

The handling officer shall make a copy of the signed medical release form to go with their report and book the original form into evidence. The officer shall place the CI number in the upper right hand corner prior to booking it. The medical release form will be retrieved at a later time when the medical records are needed from the hospital.

If the officer is unable to obtain a release form at the Santa Ana Police Department, the hospital where the victim is being treated should have a medical release form that can be signed by the adult victim, parents, or guardian of the victim.

Summary

Officers are encouraged to carry medical release forms with them at all times.

When the medical release form is filled out during the time of the initial report, it alleviates time spent by detectives trying to locate the victim or the victim's parents or guardians so the form can be completed. Also, filling out the medical release form during the time of the original report is taken, will assist the District Attorney's Office in speeding up the process for filing criminal charges against the suspect(s).

Acknowledgment: This Training Bulletin was prepared by Investigator Sebastianelli, District Investigations. 9/94

Revised by: Officer S. Kim #2796

Revision Date: September 2007