Police Department - Records Request

Date: _____ Time: _____ Received By: _____

Request made by:　　Phone　　　Email　　　In Person – Verbal　　　In Person – Written　　　Mail

Are you willing to sign this form once completed as confirmation of the items you are requesting?　**Yes / No**
　　　　　(If no, read the following advisement and record the requestor's verbal request)

"This request will be audio recorded to ensure its accuracy and completeness. You will be provided with a copy of the audio recording if you so request. Do you understand?"　Yes / No

How would you like to receive the requested items?

☐　US Mail – Address: _____

☐　Email – Email Address: _____

☐　Pick Up – Letter with link to electronic version of requested items

☐　Pick Up – Copy of Actual Documents (Fees Apply)

Is there some information you are requesting specifically? If so, please check the boxes that apply to the request.

☐　Sexual Assault

☐　Use of Force

☐　Misconduct

☐　Other: _____

　　　_____

Is this related to an Officer/Incident/Both? (Please listed the related Officer(s) and/or incident.)

Incident Date: _____ Time Frame: _____ Type of Incident: _____

Subject Matter of Requested Record: _____

Description of Record:
_____
_____
_____
_____

Type of Record Requested: (Please check all that apply)

- ☐ Police Report
- ☐ Photos
- ☐ Audio
- ☐ Video
- ☐ Social Media
  - Type of Posting: _____
  - Subject Matter: _____
  - Number of: _____
  - Time Frame: _____
- ☐ Email
  - Department Member: _____
  - Subject Matter: _____
  - Time Frame: _____
  - Number of: _____
- ☐ Policy
  - Specific Policy: _____
  - Specific Manual: _____

Would you like a copy of this form and/or audio recording?   **Yes / No**

Do you have any further questions regarding your request?   **Yes / No**

_____
_____

Would you like someone to contact you by phone regarding your request?   **Yes / No**
Contact Number: _____

If you have any questions regarding your request you can contact the Administrative Captain, Administrative Sergeant or the Chief's Administrative Assistant. Would you like their contact information?   **Yes / No**

_____ Initial confirming contact information was provided to the requestor and who given. (Only give 746-8500)

_____ Requestor Signature _____Initial Copy of Request given.

****

_____ Initial confirming this form has been read back to the requestor to confirm the request was understood correctly and completely.

_____ Initial confirming this form has been scanned and sent to the Administrative Captain, Administrative Sergeant and the Chief's Administrative Assistant.