



POLICE DEPARTMENT

OPEN RECORDS - REQUEST FORM

D. Downer-McKinney
Chief of Police

R. Bailey
Assistant Chief

Requestor's Name: _____ Date: _____

Telephone #: _____ Fax #: _____

Email Address: _____

Identify Requested Record(s):

DEPARTMENTAL USE ONLY

Date Received: _____ Time Received: _____

Request Received By: Mail Fax Email In-Person Phone

Employee Receiving Request: _____

Determination: Record(s) Subject to Disclosure Record(s) **NOT** Subject to Disclosure

Date Requestor Advised of Availability / Not Availability of Record(s): _____

Date Record(s) Made Available: _____

Additional Comments:

