



ABERDEEN POLICE DEPARTMENT REQUEST FOR COPY/INSPECTION OF POLICE RECORDS

210 E Market Street, Aberdeen WA 98520
 Business Office: (360) 533-3180 Fax: (360) 533-4786
 Non Emergency: (360) 533-8765 Emergency: 911

REQUESTOR INFORMATION	Email Address:	
Last Name:	First Name:	Middle Name:
Address: (MAILING AND RESIDENCE)	City:	State/Zip:
Phone Number:	Alternate Phone Number:	Date of Birth:

I AM REQUESTING THE FOLLOWING INFORMATION: *(please explain what you are requesting on the lines below)*

Occurred on/around (date) ____/____/____ at (time) _____. Case # if available _____

I authorize someone else to pick up the copies I requested on behalf of me.
 Please name the authorized person(s) here: _____

I hereby request to (please CIRCLE one) **INSPECT ONLY / HAVE A COPY** of the police records indicated above. I certify that I have a legal right to view and/or obtain such records and such information shall be used only for lawful purposes. I certify under the penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

X _____ / _____ / _____
 SIGNATURE OF PERSON REQUESTING RECORD DATE CITY WHERE SIGNED

*****PLEASE DO NOT MARK BELOW THIS LINE – POLICE DEPARTMENT PROCESSING ONLY*****

CLERK RECEIVING REQUEST:	DATE REQUEST RECEIVED:	REQUESTOR GIVEN 5 DAY/FEE INFO: Y / N
COPIES COMPLETED: Y / N	DATE COPIES COMPLETED: / /	# OF PAGES _____ X \$0.15 PER PAGE
FEE DUE FOR COPIES: \$	DISSEMINATION NUMBER:	COPY STAMPED: Y / N
CALLED REQUESTOR FOR PU: Y / N	SENT LETTER IF NO ANSWER: Y / N	LETTER INCLUDED CLOSE DATE: Y / N
REDACTION/WITHHELD LETTER: Y / N	SEARCH HISTORY REQUIRED: Y / N	CLERK COMPLETING COPIES:

POLICE DEPARTMENT PROCESSING NOTES: (Requestor, DO NOT WRITE BELOW HERE, use the back if needed)

2.112.040 Costs of providing copies of public records.

- A. *Costs for Paper Copies.* There is no fee for inspecting public records, and a requestor may obtain standard black and white photocopies of up to twenty (20) pages at no charge. Fifteen cents (\$0.15) per page will be charged if the request exceeds twenty (20) pages. For example, a request for twenty-one (21) pages will cost three dollars and fifteen cents (\$3.15). If, at the city's discretion, materials need to be copied by an outside source, either due to volume, current workload of city staff, or any other reason, the requestor will be charged the actual amount invoiced to the city by the copying vendor. The city council, by resolution, may set a higher fee for copying when warranted by actual costs to the city. The resolution shall include a statement of the actual per page costs or other costs, if any, in accordance with RCW 42.56.120.
- B. *Costs for Supplies.* Envelopes and/or packaging, and/or the cost of any digital storage media or device (e.g., CD or thumb drive) are charged at the actual costs of those supplied.
- C. *Costs for Postage.* Postage is charged at the actual postage costs of such postage.
- D. *Costs for Electronic Copies.*
1. For public records not already in electronic format, and exceeding twenty (20) pages, the requestor will be charged ten cents (\$0.10) per page for scanning; and
 2. For public records delivered via electronic means (e.g., email, cloud-based storage, etc.), the requestor will be charged ten cents (\$0.10) per gigabyte or portion thereof; and
 3. For public records delivered via electronic means (e.g., email, cloud-based storage, etc.), the requestor will be charged five cents (\$0.05) for each four (4) electronic attachments or files.
- E. *Customized Service Charge.* In addition to the charges described in the previous subsections, with advance notice to the requestor the city may include a customized service charge for the use of information technology expertise to prepare data compilations, or provide customized electronic service access services when such compilations and customized access services are not used by the city for other city purposes.
- F. *Combining Costs.* Charges in the above subsections may be combined to the extent that more than one (1) type of charge applies to copies produced in response to a particular request. The city will take reasonable steps to provide the records in the most efficient manner available in its normal operations.
- G. *Deposits and Installments.* In the event a request is estimated to exceed twenty-five dollars (\$25.00), the city may require the requestor to deposit an amount not to exceed ten percent of the estimated cost prior to the duplication of record(s). If a department makes a request available on a partial or installment basis, the department may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the department is not obligated to fulfill the balance of the request.
- H. *Payment.* Payment may be made by cash, check, or money order payable to the city of Aberdeen.

2.112.050 Response to requests.

Responses to requests for public records shall be made promptly. Within five business days of receiving a public records request the department head or the department head's designee shall respond by either (1) providing the record; (2) acknowledging that the city has received the request and providing a reasonable estimate of the time the city will require to respond to the request; or (3) denying the public record request on the grounds that the records requested are exempt from public inspection under Chapter 42.56 RCW or other applicable law. Additional time required to respond to a request may be based upon the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. In acknowledging receipt of a public record request that is unclear, the department responding may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the department need not respond to it. All denials shall be in writing and shall specify the reasons for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. In addition the department head may delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by Chapter 42.56 RCW. Any such deletion shall be accompanied by a written justification.

(Ord. 6502, Amended, 08/25/2010)

The Aberdeen Municipal Code is current through Ordinance 6645, passed May 8, 2019.

Disclaimer: The city clerk's office has the official version of the Aberdeen Municipal Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: www.aberdeenwa.gov

City Telephone: (360) 537-3231

Code Publishing Company