



Bethel Police Department

PO BOX 809 Bethel, AK 99559
(907) 543-3781 ♦ Fax (907) 543-5086

REQUEST FOR POLICE REPORT

REQUESTOR Please identify yourself and tell us how to notify you regarding this request. PLEASE PRINT.

Name

Date

Mailing Address

Telephone Number

Email Address

Fax Number

ACKNOWLEDGMENTS Please read and initial each of the below acknowledgements.

____ **Acknowledgment of Payment:** I understand that I will be charged a fee of \$10.00 for an officer report and \$0.25 for each page thereafter. I understand I will be charged \$20.00 per disc for requests of audio, video, or photo attachments. If requesting a copy of a 12-200 collision report I will be charged \$10.00, and \$5.00 for a copy of the dispatch log.

____ **Acknowledgment of Public Review:** I understand that this request is available for public review and will be kept on file in accordance with the City records policy.

____ **Non-Litigation Affiliation:** I hereby certify that I am not involved in litigation with the City of Bethel or another public agency to which the requested record is relevant, and I am not acting on behalf or otherwise representing any person who is involved in litigation with the City of Bethel or another public agency to which the requested record is relevant. I certify under penalty and perjury that the foregoing statement are true.

INFORMATION REQUESTED

- Police Narrative Photos Video Audio Accident Report (includes photos and 12-200's on disc)

Location of incident

Date and Time of Incident

Type of Incident

Case Number (if known)

Persons Involved

Officer Involved

Reason for Request

ADMINISTRATION For staff use only

Request Received by _____ Date _____

Approved Denied

Requestor Notified by _____ Date _____

Documents Released by _____ Date _____

Case adjudicated. Fee _____ Fee Collected

Chief Achee

Reason for Denial _____

Depending on the complexity of your request and the availability of qualified staff, your results may be received promptly or delayed for an indeterminate amount of time. For more information regarding the approval and denial of records requests please see the back of this form or our website: www.cityofbethel.org/police

IMPORTANT INFORMATION REGARDING YOUR REQUEST

Police reports that are still open, under investigation, have charges pending, or cases that have not been adjudicated in court are not subject to disclosure.

There is a processing fee for records requests. Reports that are releasable will be provided to you within 10 business days. You will be contacted by the BPD Records Department when the report is ready for pick up. Your report will be held for 30 days from date of notification and then destroyed.

Some requests may be referred to the COB Law Department for legal opinion regarding disclosure. A BPD employee will advise you if your request has been referred to the Law Department within 10 business days from the date of request. **A request that has been referred for legal opinion will be delayed beyond BPD's 10 business day release policy.**

BPD does not release any part of a case that originated from another agency or department including, but not limited to: City of Bethel Fire Department, Alaska State Troopers, or the Medical Examiner's Office.

Confidential information has been redacted or denied in accordance with victim, witness, and juvenile privacy laws, or as provided by exceptions to the Public Records Statute (below):

AS 40.25.120. Public Records; Exceptions; Certified Copies.

Every person has a right to inspect a public record in the state, including public records in recorders' offices, **EXCEPT:**

- Records or information compiled for law enforcement purposes, but only to the extent that the production of the law enforcement records or information:
 - could reasonably be expected to interfere with enforcement proceedings;
 - would deprive a person of a right to a fair trial or an impartial adjudication;
 - could reasonably be expected to constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness;
 - could reasonably be expected to disclose the identity of a confidential source;
 - would disclose confidential techniques and procedures for law enforcement investigations or prosecutions;
 - would disclose guidelines for law enforcement investigations or prosecutions if the disclosure would reasonably be expected to risk circumvention of the law; or
 - could reasonably be expected to endanger the life or physical safety of an individual.

AS 12.61.110. Confidentiality of Victim and Witness Addresses and Telephone Numbers

The residence and business addresses and telephone numbers of a victim of a crime or witness to a crime are confidential. A report, paper, picture, photograph, court file, or other document that relates to a crime and contains the residence or business address or telephone number of a victim or witness, and that is in the custody or possession of a public officer or employee, may not be made available for public inspection unless the residence and business addresses and telephone numbers of all victims and witnesses have been deleted.

Juvenile Records:

The release of law enforcement records pertaining to minors is governed by **AS 47.10.093** (relating to children in need of aid) and **AS 47.12.310** (relating to delinquent minors). Juvenile records are otherwise privileged and not subject to disclosure without a court order.