

EVERETT POLICE DEPARTMENT
PUBLIC DISCLOSURE DESK
3002 WETMORE AVENUE, EVERETT, WA 98201
(425) 257-8539 ♦♦ FAX (425) 257-6505

PUBLIC DISCLOSURE INFORMATION REQUEST

Please read all instructions and reverse side before completing this document

Date of request: _____

Requested by: _____ Phone: _____

Mailing Address: _____

Involvement or Relationship to Incident: _____

Pursuant to RCW42.56, Washington State Public Records Act, I hereby request the following records maintained by the Everett Police Department:

Type of document: _____ Case number: _____

Date/time/location of incident: _____

Name(s) of parties involved: _____

PHOTOS (if available)
____ 35 mm (\$.40 per print) ____ thumbnail print of digital pictures (\$1.00 per page) ____ photo disk (\$2.00 per disc)

For Neighborhood/address check:

A listing of all dispatched 911 calls to ____ **address** or ____ **neighborhood** (4 block radius):

ADDRESS REQUESTED: _____

DATE RANGE: from _____ to _____.

(MAXIMUM REQUEST IS 1 YEAR FROM TODAY'S DATE)

I UNDERSTAND THAT SECONDARY DISSEMINATION OF THIS INFORMATION RESPONSE IS PROHIBITED UNLESS IN COMPLIANCE WITH RCW 10.97.050 AND RCW 42.56. ADDITIONALLY, I UNDERSTAND IF A LIST OF INDIVIDUALS IS PROVIDED TO ME BY THE EVERETT POLICE DEPARTMENT, PURUSANT TO RCW 42.56.070 (9), THE MATERIALS ARE PROHIBITED FOR COMMERCIAL PURPOSES TO INCLUDE PROVIDING ACCESS TO SAID MATERIALS TO OTHERS FOR COMMERCIAL PURPOSES.

Signature of requestor: _____ Date: _____

EVERETT POLICE DEPARTMENT PERSONNEL USE ONLY

Records Information Specialist Processing Request: _____ Date _____

Fee Due Upon Release of Record(s): \$ _____

IF YOU ARE MAKING A REQUEST VIA MAIL, COMPLETE THIS FORM IN ITS ENTIRETY AND MAIL BACK TO:

EVERETT POLICE DEPARTMENT
PUBLIC DISCLOSURE UNIT
3002 WETMORE AVE.
EVERETT, WA 98201

RCW 42.56 states responses will be made within five business days. Please read the RCW below to explain this process in detail. **DUE TO THE VOLUME OF REQUESTS RECEIVED FIVE BUSINESS DAYS IS TO BE EXPECTED FOR A RESPONSE.**

RCW 42.56.520 PROMPT RESPONSES REQUIRED: Responses to requests for public records shall be made promptly by agencies. Within five business days of receiving a public record request, an agency must respond by either (1) providing the record; (2) providing an internet address and link on the agency's web site to the specific records requested, except that if the requestor notifies the agency that he or she cannot access the records through the internet, then the agency must provide copies of the record or allow the requestor to view copies using an agency computer; (3) acknowledging that the agency has received the request and providing a reasonable estimate of the time the agency will require to respond to the request; or (4) denying the public record request. 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, an agency may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency need not respond to it. Denials of requests must be accompanied by a written statement of the specific reasons therefor (Excerpt from RCW 2.56.520)

OUTLINED BELOW ARE THE FEES NECESSARY TO REIMBURSE THE CITY FOR YOUR REQUEST(S):

- \$.15/pg.....**Case report
- \$.15/pg.....**Traffic accident reports
- \$.40 ea.** Photographs (cost is actual cost to City for re-prints)
- \$2.00/disk.....** Digital photographs on disk
- \$1.00/pg.....** Digital photographs—thumbnails only
- \$10.00** Records checks processed for person(s) with or without a criminal history
- \$10.00** Clearance letter
- \$.15/pg.....** Location / area / address inquiry by computer

*****There are no monies collected unless your information is approved for release*****

***** PLEASE NOTE *****

*Unless you have made your request via mail, you will need to return to
The Everett Police Department to pick up any released documents.
You may call ahead to ensure that your documents are ready by telephoning **425-257-8539***