

DECATUR POLICE DEPARTMENT
REQUEST FOR PUBLIC INFORMATION

Form must be submitted online or mailed to Decatur PD, 112 S 7th Street, Decatur IN 46733

Name: _____ Email: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Requesting Report Copy: *(If you do not know the Case #, please have the location, date and approximate time of incident.)* \$0.10 per page

_____ I am seeking information on Case # _____

Daily Log information as listed under IC 5-14-3 consists of:

- Arrested, summoned or involved person's name, age, and address; charges on which the arrest or summons is based; circumstances including time and location; and investigating or arresting officer and agency.
- Daily log of suspected crimes, accidents or complaints including:
 - o Time, substance, and location of all complaints or requests for assistance received by DPD, and the time and nature of its response to them.
 - o If incident is an alleged crime or infraction:
 - Time, date and location of occurrence; name and age of victim, unless the victim of a sex offense as listed under IC 35-42-4; factual circumstances surrounding the incident; and general description of injuries, property or weapons involved.

_____ I am seeking a copy of the full police report* on Case # _____

*The Decatur Police Department processes Requests for Public Information in compliance with the Indiana Access to Public Records Act, Indiana Code 5-14-3. That statute allows law enforcement agencies to withhold investigatory records under IC 5-14-3-4(b)(1), and the Decatur Police Department does not provide copies of investigatory records. However, IC 5-14-3-5 (listed above under Daily Log information) requires law enforcement agencies to provide certain records upon request, which include Arrest and Daily Log information.

_____ I am seeking other information. *(Please be specific and include date, time, location.)* _____

Requesting Data Search Statistics:

Date Span of Search/From: _____ To: _____ \$0.10 per page / (\$5 initial fee to start search)

Please be specific. Detail the information you are searching (location, person, type of calls/crimes, etc.) If searching multiple addresses, list each address and correlating dates.

Requesting Photos and/or Recordings:

Case #: _____

Photos \$20 per case on CD

Case #: _____

Video Recording \$20 per case on DVD

Continued on back page.

NOTE: Upon receiving this completed form, the Decatur Police Department may need to review its files to determine if the requested records exist and are disclosable, and will contact you soon thereafter to advise you of its determination. If your request is denied, you will be given written notice of the statutory authority for the denial and the name and title of the position of the person responsible for the denial.

Signature: _____ Date of Request: _____ Time: _____

OFFICE USE ONLY

COMPLETED DATE: _____ NAME: _____

Contacted by: Mail _____ Phone _____ E-mail _____ Other _____

Contacted on Date: _____ at Time: _____ Letter Provided _____

Paid: _____ No Charge _____ Cash _____ Check _____ Amount Paid \$ _____

