



WESTHAMPTON BEACH POLICE DEPARTMENT

APPLICATION FOR PUBLIC ACCESS TO RECORDS



SECTION 1. TO BE COMPLETED BY APPLICANT

I HEREBY APPLY FOR A CERTIFIED COPY OF THE REPORT/RECORD DESCRIBED BELOW.

I HEREBY AGREE TO PAY THE STATUTORY FEE (COST OF REPRODUCTION/\$.25 PER PAGE)

APPLICANT'S NAME (FIRST, INIT, LAST)

APPLICANT'S SIGNATURE

DATE OF APPLICATION

APPLICANT'S ADDRESS

APPLICANT'S PHONE

NAME OF BUSINESS/FIRM

NAME OF CLIENT REPRESENTED

CHECK ONE:

☐ MOTOR VEHICLE ACCIDENT REPORT

☐ OTHER REPORT/RECORD (Describe in item 2, below)

NAMES OF DRIVER(S)

NAME OF COMPLAINANT

NAME OF VICTIM

TIME OF OCCURRENCE

DATE OF OCCURRENCE

INCIDENT NUMBER

LOCATION OF OCCURRENCE

DESCRIPTION OF REPORT OR RECORD (IF OTHER THAN A MOTOR VEHICLE ACCIDENT REPORT)

SECTION 2 - TO BE COMPLETED BY AGENCY

Receipt of this request is hereby acknowledged. You will receive a response as quickly as possible. Please allow twenty (20) business days for processing before contacting this office.

PLEASE NOTE: FOIL requires that an agency respond to the original request within five (5) business days.

THERE IS NO SPECIFIC TIME LIMIT TO PRODUCE THE DOCUMENTS.

RECEIVED BY:

TITLE/BADGE

DATE:

SENT TO:

TITLE/ BADGE

DATE:

SECTION 3 -NOTICE TO APPLICANT

You have a right to appeal a denial of this application in writing within thirty (30) days of the denial. The designated person to hear appeals within the department shall respond to you in writing within ten (10) business days of receipt of your appeal.

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO THE APPLICANT

RECORDS PROVIDED:

The reproduction costs for the records requested is \$

Total Collected

BY:

RECORDS NOT AVAILABLE:

Records cannot be found after diligent search.

Records not possessed or maintained by this Agency.

RECORDS DENIED:

I hereby certify that access to the records, or part of the records, requested has been denied to the applicant for the reasons checked below:

Exempt by state or federal statute.

Unwarranted invasion of personal privacy.

Would impair present or imminent contract awards or collective bargaining negotiations.

Are trade secrets.

Are inter-agency or intra-agency materials that are not statistical or factual tabulation or data, instruction to staff that affect the public, final agency policy or determinations, or external audits, including but not limited to audits performed by the comptroller and the federal government.

The request does not reasonably describe the record(s) requested.

Would endanger the life or safety of any person.

Are computer access codes.

Are compiled for law enforcement purposes and which if disclosed would:

interfere with law enforcement investigations or judicial proceedings.

deprive a person of the right to a fair trial or impartial adjudication.

identify a confidential source or disclose confidential information relating to a criminal investigation.

reveal criminal investigative techniques or procedures except routine techniques and procedures.

ACCESS OFFICER'S SIGNATURE

TITLE

DATE