



Ferndale Police Department

5640 3RD Avenue/PO Box 1257

Ferndale, WA 98248

Phone: (360)384-3390

FAX: (360)384-3345

REQUEST FOR INSPECTION OF RECORDS REQUEST FOR COPYING OF RECORDS

I, _____ hereby request:
(print or type full name)

Report/Incident#: _____ and/or Incident occurring on ____/____/____
Month Day Year

Type of Report: _____

I am the interested party as defined below:

- Victim (as designated in this report)
- Witness (as designated in this report)
- Suspect (as designated in this report)
- Defendant (as designated in this report)
- Other: _____

I, the Requestor, understand that some or all of the information contained in the materials I am requesting may not be subject to disclosure as directed in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC). I further realize that the information I have obtained is not to be used to violate another person's right to privacy, nor can it be released to any other agency or individual for any purpose without the written approval from the Chief of Police for the Ferndale Police Department.

I certify by my signature below that I have read and understand the contents of this form.

Signature: _____

Address: _____

Date of Request: _____

Telephone #: _____

RCW 42.17.320

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) 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
- (3) denying the public record request.

**FERNDALE POLICE DEPARTMENT - PUBLIC DISCLOSURE RESPONSE
RECORDS SECTION USE ONLY**

Response to Disclosure Request prepared by: _____

Date Response completed: _____

Approved

Denied

Enclosed is a copy of the public record(s) you requested. We have released the portions of the record(s) which are not exempt from disclosure by RCW 42.56.240 and/or other statutes. Information redacted is exempt from public disclosure for the following reason(s).

- _____ Complainant, victim or witness requested the information not be disclosed. (RCW 42.56.240(2)).
- _____ Disclosure of the information would endanger a person's life, physical safety, or property. (RCW 42.56.240(2)).
- _____ Record includes information non-disclosure of which is essential to effective law enforcement. (RCW 42.56.240(1)).
- _____ Record contains information the non-disclosure of which is necessary for the protection of a person's right to privacy. (RCW 42.56.240(1) as defined by RCW 42.56.050 (Includes Social Security Number).
- _____ Record contains information on a juvenile, which is confidential, and may not be released to the public except by court order under provisions of RCW 13.50.050 and RCW 13.50.100(4)(a) and (b). [also see: child victims of sexual assaults, identification confidential. RCW 10.97.130 and RCW 42.56.240(5)]
- _____ Investigative file is currently active with the prosecutor's office and non-disclosure is essential to effective law enforcement. (RCW 42.56.240(1)).
- _____ Information protected under the Criminal Records Privacy Act. (RCW 10.97).
- _____ Record contains attorney/client information, protected under RCW 5.60.060(2).
- _____ Contains official confidential information, protected under RCW 5.60.060(5).
- _____ Booking photos are protected under RCW 70.48.100.
- _____ Record contains medical information protected under RCW 70.02.005.
- _____ Driver's or vehicle registration is protected under RCW 46.12.380.
- _____ Traffic accident reports are confidential and protected under RCW 46.12.380.
- _____ Results of toxicology or field sobriety tests submitted to at the request of a police officer are protected under provisions of RCW 46.61.506(7).
- _____ Reports and records of autopsies and postmortems are confidential, protected under RCW 68.50.105.
- _____ Other: _____

If you believe that the information furnished has been incorrectly redacted, you may file a written appeal with the Chief of Police within five (5) business days from the date of this letter. The appeal must include your name and address, a copy of the redacted document and a copy of this letter together with a brief statement identifying the basis of the appeal. Please mail or deliver your appeal to:

Chief of Police
Ferndale Police Department
5640 3rd Avenue/PO Box 1257
Ferndale, Wa 98248-1257