



CITY OF FERNDALE POLICE DEPARTMENT

PO Box 1257 - 2220 Main Street - Ferndale, WA 98248
Phone: 360-384-3390 - FAX: 360-384-3345 - Website: www.ferndalepd.org

Request for Public Disclosure

**PLEASE NOTE: THIS COMPLETED FORM IS AN OPEN PUBLIC DOCUMENT
AND MAY BE RELEASED TO ANY REQUESTOR.**

Name:	Phone:	Email:
Address:	City:	State/Zip
I wish to: <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following record(s) (Please include as much detail as possible to enable us to find the record(s) you require. Include case number, date/time of event, names of other parties involved, if known.) _____ _____ _____ _____ _____ _____ Date of Request: _____		Request made: <input type="checkbox"/> In person <input type="checkbox"/> By Phone <input type="checkbox"/> By Fax <input type="checkbox"/> By Mail <input type="checkbox"/> By Email (Attach request)

We will respond to your request within five (5) working days.

RCW 42.56.520 Prompt Responses Required

Responses to requests for public records shall be made promptly by agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives. Within five business days of receiving a public record request, an agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives 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 requester 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 requester to view copies using an agency computer; (3) acknowledging that the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives has received the request and providing a reasonable estimate of the time the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives 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, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives may ask the requestor to clarify what information the requestor is seeking. If the requestor fails to clarify the request, the agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives need not respond to it. Denials of requests must be accompanied by a written statement of the specific reasons therefor. Agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall establish mechanisms for the most prompt possible review of decisions denying inspection, and such review shall be deemed completed at the end of the second business day following the denial of inspection and shall constitute final agency action or final action by the office of the secretary of the senate or the office of the chief clerk of the house of representatives for the purposes of judicial review.

FERNDALE POLICE DEPARTMENT – PUBLIC DISCLOSURE RESPONSE
RECORDS SECTION USE ONLY

Response prepared by: _____ Date: _____

Allowed <input type="checkbox"/>	Denied <input type="checkbox"/>	No Record Found <input type="checkbox"/>
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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 Washington state law. Information redacted (blacked out or otherwise removed) is exempt from public disclosure for the following reason(s).

- _____ 10.97.070 Suspect identity protected from non-victim
- _____ 10.97.080 Non-conviction data protected
- _____ 10.97.130 Child victim of sexual assault – Protection of Privacy
- _____ 13.50.050.24 Child victim of sexual assault, juvenile offender – Protection of Privacy
- _____ 13.50.050.3 Juvenile offense records confidential
- _____ 13.50.050.5 Juvenile family protected
- _____ 13.50.100.2 Juvenile non-conviction records confidential
- _____ 42.56.050 Invasion of Privacy
- _____ 42.56.230.3 Personal information – Public Employees right to privacy
- _____ 42.56.240.1 Effective law enforcement – Protection of Privacy
- _____ 42.56.240.2 Victim/Witness identification safety or request for non-disclosure
- _____ 42.56.240.3 Sex offenses transferred to WASPC
- _____ 42.56.240.5 Child victim of sexual assault – protection of privacy
- _____ 42.56.250.2 Application data for public employment protected
- _____ 42.56.250.3 Personal information in public agency personnel records protected
- _____ 46.12.635 Vehicle owner information protected
- _____ 46.52.080 Vehicle collision reports releasable only to involved parties
- _____ 46.52.083 Collision driver statement protected
- _____ 46.61.506.7 Toxicology/FSTs protected
- _____ 68.50.105 Autopsy results only to family or legal representatives of deceased
- _____ 70.02.005 Medical information protected
- _____ 70.48.100 Booking photos protected
- _____ 9.96.060.3 Vacated misdemeanor record
- _____ 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 addresses, 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
PO Box 1257
Ferndale, WA 98248-1257