

**WHITTIER POLICE DEPARTMENT**

PO BOX 687 WHITTIER, ALASKA 99693

PHONE (907)472-2340 FAX (907)472-2344

**REQUEST FOR POLICE RECORDS**

**Requestor:** Please identify yourself and tell us how to notify you regarding this request. PLEASE PRINT

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Date and time of occurrence:	Type of report: ( ) Incident ( ) Crime ( ) Accident ( ) Other	Report/ Case number if known:
Location of incident:		Name of driver, property owner, or involved parties:

**What is your involvement in this case/incident?** (Please check one)

- Victim**
- Insurance Representative**
- Property Owner**
- Defendant**
- Parent/guardian of involved juvenile**
- Witness**
- Driver, passenger, pedestrian**
- Authorized individual** (Signed authorization is required)
- Attorney** (Signed authorization is required)
- Other party of interest** (Specify) \_\_\_\_\_

**DOCUMENTS REQUESTED:** *Identify and describe the documents you are requesting. Be specific.*

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**ADMINISTRATION** *For staff use only:*

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_ Request referred to: \_\_\_\_\_  
Requestor notified \_\_\_\_\_ Request denied by: \_\_\_\_\_ Date: \_\_\_\_\_  
Documents released: \_\_\_\_\_ Reason for denial: \_\_\_\_\_  
FEES PAID: \_\_\_\_\_

Items released:

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**IMPORTANT INFORMATION REGARDING YOUR REQUEST**

- Police reports that are still open, under investigation, have charges pending, or cases that have not been adjudicated by the court are not subject to disclosure.
- Reports that are releasable will be provided within 3-5 business days. You will be contacted when the report is ready for pick up. Your report will be held for 30 days from the date of the notification and then destroyed.
- Confidential information has been blacked out in accordance with the victim witness, and juvenile privacy laws, or as provided by Exceptions to the Public Records Statute (below).
- Some requests may be forwarded to the Municipal Attorney’s Office for legal opinion regarding disclosure. You will be notified within five days if this has occurred. **A request that has been referred for legal opinion will be delayed beyond the normal three to five day release policy.**
- The Whittier Police does not release any part of a case that originated from another agency or department, such as the Whittier Clinic, Hospitals, Alaska State Troopers, etc.

## APPLICABLE STATUTES

AS 40.25.120. Public Records; Exceptions; Certified Copies.

(a) Every person has a right to inspect a public record in the state, including public records in recorders' offices, except:

(6) records or information compiled for law enforcement purposes, but only to the extent that the production of the law enforcement records or information

(A) could reasonably be expected to interfere with enforcement proceedings;

(B) would deprive a person of a right to a fair trial or an impartial adjudication;

(C) could reasonably be expected to constitute an unwarranted invasion of the personal privacy of a suspect, defendant, victim, or witness;

(D) could reasonably be expected to disclose the identity of a confidential source;

(E) would disclose confidential techniques and procedures for law enforcement investigations or prosecutions;

(F) would disclose guidelines for law enforcement investigations or prosecutions if the disclosure could reasonably be expected to risk circumvention of the law; or

(G) could reasonably be expected to endanger the life or physical safety of an individual;

### **AS 12.61.110. Confidentiality of Victim and Witness Addresses and Telephone Numbers.**

The residence and business addresses and telephone numbers of a victim of a crime or witness to a crime are confidential. A report, paper, picture, photograph, court file, or other document that relates to a crime and contains the residence or business address or telephone number of a victim or witness, and that is in the custody or possession of a public officer or employee, may not be made available for public inspection unless the residence and business addresses and telephone numbers of all victims and witnesses have been deleted.

### **JUVENILE RECORDS:**

The release of law enforcement records pertaining to minors is governed by AS 47.10.093 (relating to children in need of aid) and AS 47.12.310 (relating to delinquent minors). Juvenile records are otherwise privileged and not subject to disclosure without a court order.