

Sunnyside Police Department

Police Report Request

If you are requesting a copy of a report prepared by the Sunnyside police department with regard to any incident investigated by the Sunnyside police department the following form is to be completed and left with the Sunnyside police department. If the chief of police or his designee approves the dissemination of the report requested, you will be notified by the Sunnyside police department to pick up the report at the police Department. If your requested information I denied, you will receive a copy of this form with an explanation from the Sunnyside police department. **THE COST FOR THE REPORT IS \$.15 (CENTS) PER PAGE.** Be advised that if the report requested is not completed this form is your written notice and you will be contacted as soon as it becomes available.

Date _____

Name _____ Phone Number _____

Address _____

Relation to the case? _____

Incident:

Case Number: _____

Date: _____

Location: _____

Investigating Officer: _____

Reason for requesting a copy of report: _____

Signature

Dissemination

- Approved
- Denied

Reason for Denial: _____

Chief/ DC or Designee

Release Date & Time