

**SUNNYSIDE POLICE DEPARTMENT
REQUEST FOR POLICE REPORT
FROM LANDLORDS/MANAGERS/PROPERTY OWNERS**

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 Station. If your request for the report is denied, you will receive a copy of this form with an explanation from the Sunnyside Police Department.

Name of the individual requesting the report.

Address City State Phone #

Are you the: Landlord, Manager, Property Owner

PLEASE FILL OUT THIS LINE !			
_____	_____	_____	_____
Date	time a.m. or p.m.	&	type of incident

legal address of property related to report you are requesting			

Name of the Investigating Officer Sunnyside Police Department Case #

Reason for requesting a copy of report: _____

Date & Time of Request Signature

() Report is approved for dissemination. () Report is not approved for dissemination.

Reason for Denial: _____

Date & Time of Release Chief of Police or his designee