



# City of Hurricane

## POLICE DEPARTMENT



Clark Fawcett  
City Manager

John Bramall  
Mayor

Council Members  
Pam Humphries  
Darin Larson  
Cheryl Reeve  
Kevin Tervort  
Kevin Thomas

Lynn L. Excell  
Chief of Police

### G.R.A.M.A. REQUEST TO ACCESS PUBLIC RECORDS

Utah Code 63G-2-204 (GRAMA) requires a person making a record request furnish the governmental entity with a written request containing the requestor's name, mailing address, daytime telephone number (if available); and a description of the record requested that identifies the record with reasonable specificity.

Requestor: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Address (including City/State/Zip): \_\_\_\_\_

Email address: \_\_\_\_\_ Date of Request: \_\_\_\_\_

#### Records requested

**Note:** The more specific and narrow the request, the easier it will be for an agency or office to respond to the request. If you are unsure about the records "description" contact the agency or office records officer. (63G-2-204 (3)(b) "After receiving a request for a record, a governmental entity shall: b) as soon as reasonably possible, but no later than 10 business days" notify the requestor of the decision of request.)

Incident Number or description of records; including all relevant information – location of event(s) described in records, date range of the records, name of the person(s); and subject of the request.

**Note:** Many law enforcement records are restricted access. If the record has a restricted access, GRAMA provides that certain individuals may still receive access. In some cases, records may be released to the subjects of the record. Even if you are not the subject of the record, partial access may be granted depending on circumstances. If you are requesting law enforcement records, providing specific information about yourself and your relation to the records will speed the process and assure that you receive full legal access to the records:

- I am the subject of the record
- I am the authorized representative of the subject of the record
- I provided the information in the record

Please explain/describe your connection to the incident/record. \_\_\_\_\_

Do you need this record for a news story or publication? Which channel or publication? Please explain: \_\_\_\_\_

#### I would like to:

- Receive a copy of the records and pay associated fees. (\$5.00 for 1-20 pages; \$.25 per page thereafter)
- Receive a Certified copy of the records and pay associated fees. (\$5.00 for 1-20 pages; \$.25 per page thereafter)
- Receive a copy of the photos associated to the record. (\$2.00 per page printed (up to 4 pages); \$25.00 per CD)
- Receive a copy of the dash cam or body cam video associated to the record.  
(\$25.00 per video + Redaction fee of \$75.00 1<sup>st</sup> hour, \$21.00 per additional hours, if necessary)
- Receive a copy of the records and request a fee waiver, according to Utah Code 63G-2-203, because;  
( ) Releasing the record primarily benefits the public.
- Receive an expedited response (5 days) because releasing the record benefits the public; I request the information for a story or report for publication or broadcast to the general public.

*"Serving the Community with Pride"*

## Department Use Only

Identification provided \_\_\_\_\_

Fee Amount \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

Fee Waived by \_\_\_\_\_ Reason \_\_\_\_\_

Date request received \_\_\_\_\_ Time limit for response \_\_\_\_\_

Response:

[  ] Approved

[  ] Denied: Reason \_\_\_\_\_ Date notice sent \_\_\_\_\_

[  ] Requestor notified – agency does not maintain record  
Record maintained by \_\_\_\_\_ Date notice sent \_\_\_\_\_

[  ] Extraordinary circumstances invoked, legal citation \_\_\_\_\_  
Consequent arrangements and time limits \_\_\_\_\_

[  ] Redaction of private/protected information \_\_\_\_\_

Completed by \_\_\_\_\_

Date Completed \_\_\_\_\_