The Munster Police Department reserves the right to require that any request for records be made in writing. Copying fees may apply to any request for copies of records

IC 5-14-3-3

Instructions: This form is to be completed when requesting a record(s) in the possession of the Munster Police Department. Requests for records maintained in any other Town department will require a request made to that department. The Police Department will not forward requests to other Town departments. This form must be completed in as much detail as possible. The record(s) being requested must be described in reasonable particularity. Ambiguous, vague or illegible requests will not be honored. See reverse side for additional information.

<table>
<thead>
<tr>
<th>Requestor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Company Representing</td>
</tr>
<tr>
<td>Mailing Address</td>
</tr>
<tr>
<td>Telephone Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>If additional space is needed attach a separate paper.</td>
</tr>
</tbody>
</table>

☐ I am requesting a copy of these records and I understand that copying fees may apply. ☐ I am requesting only to examine these records.

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Time of Request</th>
</tr>
</thead>
</table>

Delivered via:
☐ Hand Delivered ☐ Fax ☐ Mail, Fed-Ex, UPS ☐ Other _______________________________

The following section is to be completed by Police Department personnel

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Time Received</th>
</tr>
</thead>
</table>

Received by:
Time Period of Response
Responses to requests will be made in a timely manner. Hand delivered requests will be responded to within 24 business hours. All other requests will be responded to within seven (7) calendar days. Business hours of the Munster Police Department are Monday – Friday, 8 AM till 4 PM, excluding Town holidays.

Substance of Response
The Munster Police Department’s response will include, at a minimum, the following;
1. A statement identifying the public records that will be provided and an estimated date the records will be available; or
2. A statement indicating that the records request was denied and the statutory authority for denying the request; or
3. A statement indicating the Munster Police Department does not have a record that is responsive to the request; or
4. A statement that the Munster Police Department may have records responsive to the request and is in the process of reviewing and/or retrieving those records.

Copying Fees
Copying fees are established by ordinance and subject to change without notice. The fees are as follows:

- Accident Reports: $25.00
- Offense & Investigation Reports: $5.00
- Photos: $10.00 per sheet
- USB / DVD / BWC Access: $50.00
- Digital Voice Record: $25.00 per hour of preparation time, minimum fee $25.00.

Any other written document is $0.10 per page.

Public Information Officer
The Department Public Information Officer is responsible for the release of public records for the Munster Police Department. The contact information for the Public Information Officer is as follows:

Public Information Officer
c/o Munster Police Department
1001 Ridge Road
Munster, IN 46321
(219) 836-6650

Confidential Records
The Munster Police Department will not release confidential records to the public without court order. Confidential records are defined under Indiana Code 5-14-3-3. Some examples of confidential records include, but are not limited to; Investigatory files, medical files, personnel files, applicant files, statements, criminal history information, juvenile information, operational plans, security measures or other documents relating to anti-terrorism, and crime scene photographs. In addition, identifying victim information will be withheld if the victim was involved in; rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, child seduction, sexual battery or sexual misconduct with a minor.