



Munster Police Department Request for Records

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 addition information.

Requestor Information	
Name / Company Representing	
Mailing Address	
Telephone Number	Fax Number
Information Requested	
<i>If additional space is needed attach a separate paper.</i>	
Location/Address of Incident:	
Date of Incident:	
Time of Incident:	
Name of Individual Involved (Excluding Officer):	
Additional Info:	
<input type="checkbox"/> I am requesting a copy of these records and I understand that copying fees may apply.	
<input type="checkbox"/> I am requesting only to examine these records.	
Date of Request	Time of Request
Delivered via: <input type="checkbox"/> Hand Delivered <input type="checkbox"/> Fax <input type="checkbox"/> Mail, Fed-Ex, UPS <input type="checkbox"/> Other _____	
The following section is to be completed by Police Department personnel	
Date Received:	Time Received:
Records Request Received by:	
Signature of Reviewing Department Head:	
Department Head Approval: Approved <input type="checkbox"/> Denied <input type="checkbox"/>	

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. As of May 15th, 2007, the fees are as follows:

Accident Reports	\$25.00
Offense & Investigation Reports	No charge for first three pages, \$0.10 each page after first three pages (cumulative).
Photos	\$10.00 per sheet
Video Tape / DVD	\$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
munsterpolicerecords@munster.org

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 / 5-14-3-4 / 5-14-3-5.2. 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.