

TOWNSHIP OF FRANKLIN

Municipal Building, 475 DeMott Lane, Somerset NJ 08873 – 732-873-2500

**REQUEST FOR ACCESS TO POLICE DEPARTMENT RECORDS
FOR MUNICIPAL USE ONLY**

Date Request Received: _____ Date Response Provided: _____

SEE INSTRUCTIONS BELOW

TO BE COMPLETED BY REQUESTOR:

Name: _____

Address: _____

Telephone [Day] _____

Information Requested:

- Police Accident Report**
Identify Accident: _____

- Other** [specify] _____

A request for a copy of Government Records should be submitted on this form which has been adopted by the Franklin Township Custodian of Records for requests related to the Franklin Township Police Department Records. Some records will be immediately available during normal business hours. Some records will require time to locate and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by statute. There is no fee involved in simply inspecting a document during normal business hours. However, because of the confidential nature of certain police documents, prior arrangements must be made with the Bureau of Records & Information staff to accommodate visual inspection of "public records." This request may be filed electronically. In general:

- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be as follows:
- Photocopies of police reports and photographs:
 - Copies, one (1) to ten (10) inclusive: Seventy-five cents (\$0.75) per page.
 - Copies, eleven (11) to twenty (20): Fifty cents (\$0.50) per page.
 - Copies, twenty-one (21) and over: Twenty-five cents (\$0.25) per page.
- Police Accident Reports not requested in person and not part of municipal court discovery:
 - In addition to the fees per page listed above, an Administrative Fee of the following shall per charged:
 - \$5.00 for the first three (3) pages
 - \$1.00 per page thereafter.
- Fingerprinting: Five dollars (\$5.00).
- Copy of DWI videotape: Twenty-five dollars (\$25.00).
- Auto Theft Prevention Form and Decal: Five dollars (\$5.00).
- Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested.
- Where a legal determination must be made as to whether records are "public records" as provided by law, the request will be reviewed by the Municipal Attorney.

The term "public records" generally includes those records determined to be public in accordance with *N.J.S.A. 47:1A-1*. The term does not include employee personnel files, police investigation records, or other matters in which there is a right of privacy or confidentiality or which is specifically exempted by law.

The Applicant hereby acknowledges receipt of a copy of this form with the date on which the information is expected to be available and the estimated cost. The applicant hereby certifies that he or she has not been convicted of any indictable offense under the laws of this State, any other state or the United States and is not seeking government records containing personal information pertaining to the victim or the victim's family as provided by N.J.S.A. 47:1A-1 et seq.

This form, when signed by the municipal official shall constitute a receipt for any deposit received.

TO BE COMPLETED BY POLICE OFFICIAL:

Information requested will be ready on _____

Estimated Number of Pages _____

*Estimated Cost _____

Deposit _____

[*Required where the anticipated cost of reproduction exceeds \$5.00]

Applicant's Signature

Municipal Official's Signature

Date: _____

Date: _____

TO BE COMPLETED BY TOWNSHIP CLERK IF ALL OR A PORTION OF THE REQUESTED RECORDS WILL NOT BE PROVIDED:

PUBLIC RECORDS REQUEST RESPONSE

TO: _____

DATE: _____

The document or documents listed below and requested by you are not being provided because the document or documents are not public records as provided by law, for the following reason(s):

You have a right to appeal the decision that the document or documents are not public records. You may take your appeal to the Government Records Council or to the New Jersey Superior Court, as provided by N.J.S.A. 47:1A-1 et seq. If your request has been denied, a statement of the procedures for the appeal will be attached.

Date: _____

Municipal Custodian of Record's Signature

ACKNOWLEDGMENT

I hereby acknowledge that I have received the documents requested except for any documents specifically listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I have received information on the procedures for any appeal of the determination.

Date: _____

Applicant's Signature