



CINCINNATI POLICE DEPARTMENT

RECORDS MEMO #

POLICE RECORDS
PUBLIC RECORDS REQUEST

CINCINNATI POLICE RECORDS IS DEDICATED TO PROVIDING THE HIGHEST QUALITY OF CUSTOMER SERVICE AND PROFESSIONAL EXCELLENCE TO ALL OF OUR CLIENTELE BY MAINTAINING TIMELY, ACCURATE, AND COMPLETE RECORDS. YOUR REQUEST IS NOT REQUIRED TO BE IN WRITING, NOR IS IT REQUIRED THAT YOUR NAME OR THE INTENDED USE OF THE REQUESTED RECORDS BE DISCLOSED. * THE INFORMATION CONTAINED ON THIS FORM IS SOLELY INTENDED TO ENHANCE OUR ABILITY TO RESPOND TO YOUR REQUEST IN A TIMELY AND REASONABLE MANNER.

To be completed by employee if not completed by the requester, based on the nature or form of the request**

Name of Requester*, Date/Time of Request, Street Address, City, State, ZIP, Phone Numbers (please indicate type), Email Address

INFORMATION REQUESTED: Please be specific. Be sure information is complete with names, times, addresses and a brief statement of what occurred. Records must have a complete contact phone number and a complete mailing address, including ZIP code for mailing purposes.

Type of Document Requested: Date Incident Occurred:

Location of Incident: Time:

Names of Involved Parties: Including Officer(s) and/or Vehicle Number(s)

Court Date, Room and Time, if known:

Description of Incident: For additional space, please use the reverse side of this form

Please select a method for receiving your completed request:

I will pick up documents at 801 Linn Street, 2nd Floor, between 8:00 am and 4:30 pm weekdays. (Date requester notified: by: via:)

Please mail my documents to the above street address. (Date mailed: by:)

Cincinnati Police Records' scheduled fees for photocopies of public records are 5¢ per copied page plus cost of postage. All requests require advance payment. Requests for records duplicated on other media will be assessed a charge for the medium used. Records Account holders will be invoiced.

For POLICE RECORDS USE ONLY:

- Public Record, Subpoena, CPD Internal, VIDEO: BWC, DVR/MVR, Street Camera, CAD, MDC, Radio Transmissions, Photos, 911 Tapes, Arrest, Offense, CPI, Contact Card, Accident, MUTTS, OTHER (Specify)

Referred to: By: Date:

**Original request received by: Employee Date Returned

- Record(s) contained non-releasable material that has been visibly and/or audibly redacted in accordance with State or Federal Law
- Record(s) not available:
- Unable to locate record at this time: Confirm information and re-submit
 - Unable to locate record at this time: Additional information is needed
 - Record has never been maintained by the City
 - Record is no longer maintained or has been disposed of or transferred pursuant to the City's Retention Schedule (RC-3)
 - Not a public record in accordance with **ORC §149.011 (G)** *State ex rel. Cranford v. Cleveland, 103 Ohio St. 3d 196, International Union, United Auto., Aerospace & Agric. Implement Workers v. Voinovich, 100 Ohio Ap. 3d 372*
 - Other: _____
- Record is prohibited from release due to the following State or Federal Law:
- Peace officer, firefighter, EMT, employee residential and familial information or photographs:** *ORC §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St. 3d 160*
 - Crime Victim (deceased/dying; sexual assault):** *18 USC §3771(a)(8), Crime victims' rights*
 - Social Security Numbers:** *5 USC §552a, Privacy Act of 1974; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605*
 - Driver's License Information:** *5 USC §552a, Privacy Act of 1974; 14th Amendment, United States Constitution*
 - Medical Records:** *ORC §149.43(A)(1)(a) and (A)(3); 5 USC §552a, Privacy Act of 1974*
 - Personal Privacy considerations:** *5 USC §552a, Privacy Act of 1974, (if not in a medical context); ORC §149.43(A)(1)(a), (if in a medical context)*
 - Trial Preparation Records:** *ORC §149.43(A)(1)(g) and (A)(4)*
 - Confidential Law Enforcement Investigatory Records (CLEIRs):** *ORC §149.43(A)(1)(h) and (A)(2)*
Check all that apply: ___ Uncharged Suspect ___ Confidential Source ___ Physical Safety
___ Investigatory Techniques or Procedures; ___ Investigatory Work Product
 - Security or Infrastructure Records** (please indicate): *ORC §149.433*
 - Criminal Background Information and Other Law Enforcement Information (LEADS/RCIC/CCH/NCIC):** *42 USC 3789g; 28 CFR §20.21, 20.33(a)(3); OAC 4501:2-10-06, Dissemination and record keeping*
 - Trade Secrets:** *ORC §122.36; ORC §1333.61(D)*
 - Records Sealed Pursuant to Court Order:** *ORC §2953.52*
 - Attorney-Client Privilege:** *ORC §2317.02*
 - State or Federal Privacy Requirements:** *State of Ohio Constitution; United States Constitution; State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St. 3d 365*
 - Child Abuse report:** *ORC §2151.421 (H)/ Sex Crimes Against a Minor*

Completed by: _____

Completed Date: _____