



# WEST BOUNTIFUL POLICE DEPARTMENT

550 North 800 West, West Bountiful, UT 84087



## GOVERNMENT RECORDS REQUEST FORM

Name of Requester: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Organization or Company: \_\_\_\_\_

Description of records sought: *(Describe the records with reasonable specificity, including case number.)*

Reason you believe you are entitled to access these records: \_\_\_\_\_

Identification must be provided prior to release of a record pursuant to Utah Code Ann. § 63G-2-202.

Pursuant to Utah Code Ann. § 41-6a-404, an accident report, including all accompanying data, may only be released to:

- a person involved in the accident, excluding a witness to the accident;
- a person suffering loss or injury in the accident;
- a licensed private investigator;
- a hospital that treated an individual in relation to the accident;
- the insurance company for a person involved in the accident or a person suffering loss or injury in the accident, including:
  - an employee of the insurance company; or
  - an individual who has been hired by an insurance company, who is acting as an agent or representative of the insurance company;
- an individual who provides a signed release from a person involved in the accident or a person suffering loss or injury in the accident
- a parent of a child or a legal guardian of a person involved in the accident or a person suffering loss or injury in the accident.

Pursuant to Utah Code Ann. § 63G-2-301(3)(g), initial contact reports are public records. According to Utah Code Ann. § 63G-2-305(9) follow-up reports, photos, diagrams and copies of records held in evidence are classified as protected records, and are not subject to release, if release of the records reasonably could be expected to interfere with an ongoing criminal or administrative enforcement proceeding. Initial contact reports may include the following:

- Incident Reports
- DUI Report Forms
- Citations and Warnings
- Dashcam Videos

The records officer may release all reports and accompanying data, including photos, to the subject of the record or to an attorney who has been retained by the subject of the record. Private information of another as described in Utah Code Ann. § 63G-2-302(2)(d) will be redacted prior to release as provided by Utah Code Ann. § 63G-2-308. If private information is redacted, you have the right to appeal the denial within 30 days. Any appeal should be directed to The Chief of Police, West Bountiful Police Department, 550 North 800 West, West Bountiful, UT 84087.

Toxicology results may only be released to the following:

- the subject of the record;
- an attorney who has been retained by the subject of the record; or
- another governmental agency provided that they will be used for a purpose for which they were collected.

### Police Fee Schedule

Police/Traffic Accident Report	\$ 10.00
Police/Traffic Accident Report, including printed photos	\$ 15.00
Digital Photos, Audio, Video copies on CD/DVD	\$ 25.00
Audio/Video to Thumb Drive up to 32gb	\$ 30.00
Audio/Video to Thumb Drive over 32gb	\$ 50.00

Requester Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_