

POLICE REPORTS

You can request a copy of a report either by mail or in person at the Police Department. It is important to know that if you need a copy of a report, your request will be processed much more expediently if you are familiar with some of the procedures involved in accommodating your request.

WHAT INFORMATION WILL THE SECRETARY NEED TO PROCESS MY REQUEST?

To expedite the process of locating your report, you should know the date, time, and location of the incident. You should also know the name of the officer that handled the report. You may not need all of the above information, however, the more you have, the faster your request can be processed.

WHO CAN OBTAIN A COPY OF A POLICE REPORT?

The law states that anyone who is an "interested party" in a particular case can obtain a copy of that report. This generally means that if your name appears in the report, you or your attorney or insurance agent may obtain a copy of it. It is important to note that the police department may deny access to police reports for several valid reasons, the most common one being that a case is still in an ongoing investigation status.

HOW DO I OBTAIN A COPY OF A POLICE REPORT?

Provided that you have the necessary information, your request can be processed here at the Police Department, or through the mail. Copies of police reports cost \$7.00. Occasionally they will cost more if the report is exceptionally long.

Please contact Sharon at 724-339-4287 ext. 215 Monday thru Friday between the hours of 8am to 4pm to process requests. All incident, calls for service and accident reports **MUST** be requested and picked up during these hours.