

POLICE RECORDS REQUESTS PUBLIC RECORDS

Fees: Contact us.

Per statute, we may charge fifty cents per side of black & white printed page. A \$25.00 fee is charged when audio/video recordings are requested and able to be fulfilled. The charge is per disk made, regardless of what is on it. Recordings must be located and reviewed for content and releasability before transferring them to disk. Not all recordings will be releasable. Further, some may be unavailable because their retention period may have ended.

Process:

You may request records by telephone, mail or in person. We recommend you call ahead as almost all reports need to be reviewed prior to release. Also, they may not be completed, may not be releasable, or may need to be redacted in order to be released. Records that cannot be released include: open/active investigations, juvenile records, uncorroborated allegations of criminal activity and records sealed by the court. Additionally, medical calls are typically available only to the person who was aided.

In order to process your request, incident numbers are most helpful. We can also find reports if given a combination of at least two of the following: name of involved party, date of incident, officer name, and location of incident.

It is our practice to acknowledge a request verbally or in writing within four (4) business days. At that time, we may ask for more information, inform you if the records are not yet available, or deny your request if statutes require. We process requests on a first-in, first-out basis, although very simple requests may be handled quickly amidst larger, more complex requests. We have a reasonable amount of time to fulfill a request promptly. The amount of time your request takes will be based on the status of the case, our workload, resources and the complexity of the request. We dedicate time each day to fulfilling records requests.

Freedom of Information Act (FOIA):

Although it is generally not necessary to make a request under the Freedom of Information Act (FOIA), you can find more information on the [Freedom of Information](#)

[Commission website](#). FOIA requests are made in writing, specifying that it is a Freedom of Information Act request. Include your contact information and how you would like to receive copies (e.g., paper reports may be sent via mail, fax or picked up in-person). There is no specific form. Please note that the Connecticut FOI Commission website instructs you to: **"Simply articulate what records you seek as succinctly and specifically as possible. Make sure the request is made directly to the department in the agency [Records Division] that has the records."** Per statute, your request will be acknowledged within four (4) business days, and should it be denied for any reason, you will be notified within that time period. We will notify you of our estimated time to complete your request and it will be fulfilled as promptly as possible. We may charge fees according to statute for the fulfilled request. The fees must be paid before you receive your records.