



Glen Rock Police Department

REQUEST FOR PUBLIC RECORDS

(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted on this form which has been adopted by the Chief of Police as the Custodian of Records. Unless a shorter time is otherwise provided by statute, regulation or executive order, a custodian of a government record shall grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven *business* days after receiving the request, provided that the record is currently available and not in storage or archived. Within seven business days of receiving your request, the custodian will send you a writing indicating that: 1) the record is available and the cost for its production, which must be paid in advance; 2) the record is not a government record and therefore exempt from disclosure; or 3) the custodian cannot provide the record within seven business days, the reason(s) for the delay and an estimate of when the record will be available. The fee for in-persons requests is \$.05 per page, *however all fees under \$1.00 (19 pages or less) will be waived.* Pursuant to N.J.S.A. 47:1A-5c., this office may impose a reasonable special service charge if the nature, format, manner of collation, or volume of a government record is such that it cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate your request. To obtain a copy of or access to a government record, complete this form and send it to: **ATTN: OPRA Custodian, Glen Rock Police Department, Records Bureau, 1 Harding Plaza, Glen Rock, NJ 07452. Fax (201) 251-3887 – email: records@glenrockpolice.com**

Be advised that the following are not *government records* and are therefore exempt from disclosure: ***criminal investigatory records***; victim's records; administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security; emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of the building or facility or persons therein; security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software; information which, if disclosed, would give an advantage to competitors or bidders; interagency or intra-agency advisory, consultative or deliberative material; pension and personnel records; and information generated by or on behalf of public employers or public employees in connection with any sexual harassment complaint filed with a public employer or with any grievance filed by or against an individual or in connection with collective negotiations, including documents of strategy or negotiating position.

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-6 and -7. For information about the Government Records Council and its appeal process, go to <http://www.state.nj.us/grc/>.

Print Clearly

Name: _____

Address: _____

City, State, Zip _____

Telephone: _____

Police Report Number: _____

Information Requested: _____

Signature of Requestor

Date



Glen Rock Police Department

RESPONSE TO REQUEST FOR PUBLIC RECORDS

(To Be Completed by Police Department Custodian of Records or Designee)

To: _____
(Name of Requestor)

The government records you requested are:

- available and consist of _____ pages for a total cost of \$ _____ ;
{COPIES OF REPORTS WILL NOT BE SENT BY FAX OR E-MAIL, to receive a report by mail, send a self addressed, stamped envelope}
- not available for reasons described in the attached writing; or
- are not government records and are exempt from disclosure as described below.

Exempt Category

Authority

- | | |
|---|---|
| <input type="radio"/> Autopsy reports | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Child abuse or sexual assault victim name or address | <i>N.J.S.A. 2A:82-46b</i> |
| <input type="radio"/> Court records (sealed) | Executive Order 69 |
| <input type="radio"/> Computer security information | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> <i>Criminal investigatory records</i> | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Credit card numbers | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Grand jury testimony, information | Court Rule R. 3:6-7 |
| <input type="radio"/> Grievance information with public employer | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Domestic violence data | <i>N.J.S.A. 2C:25-33</i> |
| <input type="radio"/> Driver's license numbers | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> DYFS information | <i>N.J.S.A. 9:6-8.10</i> |
| <input type="radio"/> Electronic surveillance materials | <i>N.J.S.A. 2A:156A-19</i> |
| <input type="radio"/> Emergency or security information or procedures | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Employee sexual harassment complaints | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Fingerprint cards | Executive Order 69 |
| <input type="radio"/> Interagency or intra-agency advisory communications | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Juvenile records | <i>N.J.S.A. 2A:4A-60</i> |
| <input type="radio"/> Labor negotiation information, strategy or positions | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Medical Examiner photographs | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Otherwise inappropriate material | Executive Order 69 |
| <input type="radio"/> Pension and personnel records | <i>N.J.S.A. 47:1A-10</i> |
| <input type="radio"/> Photographs pertaining to criminal investigations | <i>N.J.S.A. 47:1A-1.1, et seq.</i> ; Executive Order 69 |
| <input type="radio"/> Pre-sentence investigations | <i>State v. DeGeorge, 113 NJ Super. 542 (App.Div. 1971)</i> |
| <input type="radio"/> Public agency insurance communications | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Safety of persons or public | <i>N.J.S.A. 47:1A-1.1, et seq.</i> ; Executive Order 69 |
| <input type="radio"/> Security measures and surveillance techniques | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Social security numbers | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Unlisted telephone numbers | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Victim locations (domestic violence) | <i>N.J.S.A. 2C:25-26c</i> |
| <input type="radio"/> Victim records | <i>N.J.S.A. 47:1A-1.1, et seq.</i> |
| <input type="radio"/> Record has been destroyed pursuant to normal record retention schedules | |
| <input type="radio"/> OTHER, see attached writing | |

Glen Rock Police Custodian of Records or Designee

Date