

City of Clever Police Department Record Request

This is a request for records maintained by the Clever Police Department. These records MAY fall under Missouri Revised Statutes, Chapter 610 (the Missouri "Sunshine Law"). It is possible that these records or portions of them may not be open records under Missouri State Statutes and not available for release in part or whole.

(Fields marked with an asterisk () are required)*

Today's Date & Time: _____

Report Number: _____ Type of Incident: _____

Date of Incident: _____ Name on Report: _____

Time of Incident: _____ Incident Location: _____

Reason for request: Victim Insurance Other: _____
 Media Personal ex: Civil Litigation (610.100.4)

Describe any additional records **as specifically** as possible: _____

Person or Company Requesting Record

*Name: _____ Attn or Client: _____

*Address: _____
Street address, City, State, Zip Code

*Phone: _____ Fax: _____ Email: _____

Please allow three full working days following the received date of the request for processing. If the records cannot be processed in three full working days you will be given the approximate date they will be available (RSMo 610.023.3.) Records requests are not received on holidays or weekends.

CPD Office Use Only

Request Received By/DSN:	Date & Time:
Notes	

Unable to complete request because: Report not found with info provided Report not approved
 Incident location not in CPD jurisdiction Media log available from CCES911

Advised unable to complete request **Employee** _____ **Date & Time** _____

Advised request is completed and able to be picked up **Employee** _____ **Date & Time** _____

Picked up by: _____ **Employee** _____ **Date & Time** _____

Requests may be faxed to [417-743-2470](tel:417-743-2470) or emailed to pdadmin@clevermo.com

Information that is reasonably likely to pose a clear and present danger to the safety of any victim, witness, undercover officer, or other person; or jeopardize a criminal investigation, including records which would disclose the identity of a source wishing to remain confidential or a suspect not in custody shall be redacted (RSMo 610.100.3.) A person's social security number will not be released (RSMo 610.035.) Positive identification may be requested before releasing records.