



STANWOOD POLICE DEPARTMENT

INTEGRITY

DIGNITY

COMMITMENT

PRIDE

Jason Toner, Police Chief

POLICE RECORDS REQUEST

REQUEST TYPE (choose one)

Copy of Case Report Number:

___ Report only* – Fastest response (usually provided within 5 business days)

___ Report + media & evidentiary documents* (does NOT include Body Worn Camera footage) – May take up to 30 days longer to process

Body worn camera footage must be requested on the Stanwood PD BWC Request Form – Fees may apply. Will usually require a minimum of 30 days to process. Complex or lengthy videos may require additional time.

Clearance Letter/Criminal History Request (Stanwood PD ONLY)

Other, Please Specify:

ADDITIONAL INFORMATION (Please fill in as much of the below info as you can.)

Date Incident Occurred:

Names Involved:

REQUESTOR INFORMATION (optional)

Reason for Request:

Request for Records Made By:

Phone Number:

HOW WOULD YOU LIKE TO RECEIVE YOUR RESPONSE? (Check One)

PHONE MAIL EMAIL PICK UP AT PD Fax

PROVIDE THE METHOD OF RESPONSE CONTACT INFO FOR ABOVE SELECTION:

I understand that secondary dissemination of this information is prohibited unless in compliance with RCW 10.97.050 and RCW 42.56

Signature:

Date:

FOR OFFICE USE ONLY

RECORDS PROVIDED?

DATE PROVIDED:

HOW WAS RECORD PROVIDED?

PROVIDED BY:

RECORD DESCRIPTION:

*The City will assess fees for copies of police records in excess of 200 pages in accordance with the fee schedule set forth in City Resolution 2023-08.