



# Public Records Request

Request #: \_\_\_\_\_

City of Lake Forest Park

[PublicRecords@CityofLFP.gov](mailto:PublicRecords@CityofLFP.gov)

17425 Ballinger Way NE  
Lake Forest Park, WA 98155

Phone: 206-368-5440 | FAX: 206-364-6521

*This form is a public record and may be released to any requestor.*

## POLICE RECORDS

### REQUESTOR DETAILS

Name:	Phone Number:	Email:
Address:	City:	Zip:

### INCIDENT INFORMATION *Please provide as much information as you know to help staff locate your records.*

Date of Incident:	Time of Incident:
Location of Incident:	Incident or Case Number:

### DESCRIPTION OF RECORDS *Check all that apply.*

\_\_\_ 911 and/or radio recording(s)\*

\_\_\_ Dispatch CAD log\*

\_\_\_ Incident Report

\_\_\_ Case report

\_\_\_ Accident report

Video: \_\_\_ Body worn camera; \_\_\_ DUI BAC room

Other, please specify: *(attach separate page if needed)*

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*\*For incidents Nov. 1, 2023 and later, submit request for records to NORCOM ([www.norcom.org](http://www.norcom.org))*

If record(s) concern individual(s) other than requestor, state names:

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If this request is for a list of individuals, is the list to be used for commercial purposes?

\_\_\_ YES \_\_\_ NO

### HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS?

\_\_\_ PAPER COPIES

\_\_\_ ELECTRONIC COPIES

### FEE SCHEDULE FOR COPIES *Complete fee schedule can be found on the city's website - [cityoflfp.gov](http://cityoflfp.gov)*

Accident Report (non-participants)	\$10.00
Printed Copies	\$0.15/pg (B&W) \$1.00/pg (Color)
Sending of electronic copies	\$0.10/0-1GB (i.e. 0.5GB = \$0.10; 1.5GB = \$0.20)
Audio/Video CD	\$10.00
Body worn camera recordings/footage	\$0.60/minute of staff review time
Scanning/copies requiring outside services (e.g. oversized); postage	At cost

Under the Washington Public Records Act, §42.56 et seq., I am requesting any/all of the following records from the Lake Forest Park Police Department:

1) A list of all vehicle pursuit incidents that your agency was involved in from 2019 through 2023, as a line-level data extract from your records management system (RMS), including incident date, report number, and any/all other RMS data fields that are not required to be redacted by law;

2) Policy manuals, rules, and regulations for your agency relating to vehicle pursuits, including record-keeping and data collection on pursuits, that were in effect between 2019 and 2023;

3) Summaries of vehicle pursuit data for your agency, such as what may be contained in internal and/or external publications (annual reports, newsletters, presentations to government officials, etc.) produced between 2019 through 2023.

This information is not being sought for commercial purposes. The Washington Public Records Act requires a response to this request be made within five (5) business days. If access to the records I am requesting will take longer than this amount of time, please contact me with information about when I might expect copies or the ability to inspect the requested records.