



RCW 42.56 – Public Records Act

Public Records Request Form

Date: _____ Name: _____

Preferred Method of Contact (phone or address or e-mail): _____

Record(s) Requested: Please describe the records you are requesting and provide any additional information to help locate the records as quickly as possible. Use appropriate document title and date, if known.

For police records: If the request is for police records please provide the case number, name(s) and/or the date, time and location of incident. City of Fife considers a police report to be the Officer's narrative and any supplemental law enforcement narratives.

- ☐ See attached sheet with additional information
- ☐ I am requesting a collision report. Are you one of the parties involved, an attorney representing one of the involved parties, or an insurer of one of the involved parties? ☐ YES ☐ NO

I would like to:

- ☐ Inspect the records at no charge (I may request copies after inspection).
- ☐ Receive copies of the records after paying required copying charges.

I would like to receive:

- ☐ Paper copies ☐ Copies via e-mail/FTP download ☐ Copies on CD

If copies are requested, we will advise you of any costs in advance. We may require a 10% deposit before making copies (RCW 42.56.120). The fee schedule listing fees associated with copying or scanning records can be found at www.cityoffife.org, in the City Clerk section.

Completed forms can be submitted in person at Fife City Hall – 5411, 23rd St. E, Fife, WA 98424, or electronically by e-mail to cityclerk@cityoffife.org

Payments for records can be made in person at City Hall with cash or check. Credit cards are accepted for payments exceeding \$5.

Local governments are not required to create new documents to comply with the Public Records Act. (WAC 44-14-04003)

Lists of individuals' names cannot be used for commercial purposes, and the City is not authorized to provide them for such purposes. (RCW 42.56.070(9))

The Public Records Officer will respond to your request within five business days.

This form is a public record and will be released if responsive to a public records request.

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

- 1) The name and version of the record management software and/or system (RMS) that your agency currently uses to maintain data on vehicle pursuits, if any;
- 2) The year that your agency first began keeping track of data on vehicular pursuits in an RMS if any, the name and version of the RMS used at that time, and whether a continuous set of electronic records are currently available since you first began recording pursuits in an RMS;
- 3) A list of all vehicle pursuits that your agency was involved in from 2019 through 2023, including incident date, report number, and any/all other RMS data fields that are not required to be redacted by law;
- 4) 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;
- 5) Reports, data and/or summary statistics, and analyses related to vehicle pursuits produced by your agency between 2019 and 2023 in accordance with your agency's policies, rules, and regulations;
- 6) Internal and external publications by your agency (e.g. monthly/annual reports, newsletters, materials provided to government officials) produced between 2019 through 2023 containing vehicle pursuits data and/or summary statistics;
- 7) Reports by your agency produced between 2019 through 2023 relating to vehicle pursuits produced in accordance WASPC accreditation standards and/or model policies; and
- 8) Reports by your agency produced between 2019 through 2023 relating to vehicle pursuits as required by local, state, or federal law.

Where possible, I would like the records provided electronically. 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. If you deny part or all of my request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for your assistance.