City of Duvall, WA

Request Visibility:

Published

Request 24-60 > Open





Dates

Received

June 11, 2024 via web

Requester

A Heather Kelly

pnwresearch24@gmail.com

100 NW 79th St., Seattle, WA, 98111-2728

分 4155161201

Additional information

Preferred Pronouns (Optional)

No data entered

Preferred Method of Delivery of Records

No data entered

Invoices

No invoices due

Staff assigned

Request

Under the Washington Public Records Act, §42.56 et seq., I am writing to request any/all of the following records from the Duvall 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 recordkeeping 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.

Show less

Departments

Duvall Police Department

Point of contact

Courtney Lewis

Timeline

Documents



☑ Message from requester ^



Requester + Staff

Hi again!

Sorry to send two messages back-toback, but I realized I do have a preliminary question about the pursuit list you sent along. You mentioned that these are the cases where the term "vehicle pursuit" showed up in the narrative. Can you share a little more about your database search? I'm curious to know what RMS system you're using that allows that kind of search (it seems like such a useful feature!). My other question is whether there is a way to print out those narratives and provide them too.

Thanks so much,

Heather

July 25, 2024, 2:41pm by Heather Kelly



☑ Message from requester ^



Requester + Staff

Hello!

We are still looking through what was sent, but I didn't want to leave you waiting for a response so I'm just sending an update. I should be able to confirm by the middle of next week. Thanks so much for your help so far!

Best,

Heather

July 25, 2024, 2:31pm by Heather Kelly



Document(s) released to requester

Requester + Staff

Pursuit List 2019 - 2023.pdf

☑ Message to requester



Requester + Staff

Good Morning,

This is a list of calls from 2019 - 2023 (it starts at 2015 and goes until 2024, I wasn't able to crop the list!) with "vehicle pursuit" written in the narrative. All of these are within Duvall City Limits. Redmond Police Department takes/dispatches our 911 calls and shares a case management system with us, so that is why you will see Redmond Police Department at the top.

Let me know if this is ok!

July 24, 2024, 9:07am by Staff

☑ Message to requester



Requester + Staff

Will do! I will find and upload all our previous policies starting in 2019.

I appreciate your patience, we are a bit understaffed and I am addressing all the requests bit by bit as best I can!

Let me know if you have any questions.

July 23, 2024, 8:32am by Staff



☑ Message from requester ^



Requester + Staff

Hi again,

I just downloaded the files you provided. Thank you! I am wondering if you keep copies of prior versions of these policies. We are looking for all versions dating back to the beginning of 2019.

Best,

Heather

July 19, 2024, 3:59pm by Heather Kelly



☑ Message from requester ∧



Requester + Staff

Hello Courtney,

Thanks for asking! A spreadsheet with all available data would be wonderful. Once we have it, we can review to make sure it contains what we need. If not, we will follow up to ask for the reports. Does that work?

Best,

Heather

July 19, 2024, 3:53pm by Heather Kelly





Requester + Staff

Good Morning,

I am reaching out again to request some clarification on a couple of things.

I have the compiled the list of every case in our RMS that has "vehicle pursuit" in the narrative of the report from 2019-2023. Just so we are on the same page, are you wanting the cases in their entirety (case reports, all supplemental paperwork, etc.) or just a spreadsheet of the case number and date of the cases that involve vehicle pursuits?

Thank you for your patience!

Courtney Lewis, Confidential Records Administrator

Duvall Police Department

July 19, 2024, 9:22am by Staff

Installment # 1 of records responding to your request is ready to be released.

Our policy and procedures manual is available for the public to review at their leisure, therefore we will not be sending an invoice for those records. I have uploaded the specific policies you were seeking for your convenience.

Once the other responsive records to your request are available, an invoice will need to be paid in full before the records are released.

You may reach out to us by e-mailing us through the portal or by calling 425.788.1185. You may also contact the Police Department at 425.788.1519. Please include your public records request number in any written correspondence so we can address your query more promptly.

Thank you,

Courtney Lewis, Confidential Records Administrator

Duvall Police Department

July 16, 2024, 3:02pm by Staff



☑ Message to requester ^



Requester + Staff

Vehicle pursuits policy and procedures.

July 16, 2024, 2:51pm by Staff



Document(s) released

Public

Vehicle Pursuits Policy.pdf Performance History Audits Policy.pdf

July 16, 2024, 2:51pm by Staff

Requester + Staff



Document(s) released to requester

Vehicle Pursuits Policy.pdf Performance History Audits Policy.pdf

July 16, 2024, 2:42pm by Staff



☑ Message to requester ^



Requester + Staff

Installment # 1 of records responding to your request is ready to be released.

The fees associated with this installment are available for you to review on the invoice you will find on the portal. Once the open balance in your invoice is paid in full, we will receive notification of it and will proceed to release your records so you can review them and download them accordingly.

If you have any questions about our fees or our fee schedule, please review our 2024 Fee Schedule (HERE)

You may pay using your credit or debit card using the public records request portal or by check or cash. If you want to pay by check, you may send your payment to:

City Clerk

City of Duvall

PO Box 1300

Duvall, WA 98019

You may also bring a check in person to City Hall. Cash will only be accepted in person at City Hall, 15535 Main

Street, NE; Duvall, WA 98019. DO NOT MAIL CASH BY MAIL. The City of Duvall and its staff, agents, officers, or representatives will not be responsible for any monies sent by mail that may be lost in transit.

You have thirty calendar days to claim, pay for, or review the records responsive to your request. If you do not claim, pay for, or review the records we provide within the allotted period, we will consider your request abandoned and close the request. Accordingly, the City of Duvall will then consider the response obligation relative to your request as fulfilled.

You may reach out to us by e-mailing us through the portal or by calling 425.788.1185. You may also contact the Police Department at 425.788.1519. Please include your public records request number in any written correspondence so we can address your query more promptly.

Thank you,

Courtney Lewis, Confidential Records Administrator

Duvall Police Department

July 16, 2024, 2:42pm by Staff





Requester + Staff

Good Afternoon Heather,

We are working to provide you with the responsive records pertaining to your request. I unfortunately need to extend the anticipated fulfillment date for a second time due to the volume of

the request and wanted to make you aware.

The cases from 2019 - 2023 with the terms "vehicle pursuits" is proving to be more lengthy than initially anticipated, and I want to get the records to you as soon as possible. Are there specific call types you are looking for that contain vehicle pursuits? Or more specific search terms to narrow the search?

Thank you,

Courtney Lewis, Confidential Records Administrator

Duvall Police Department

July 15, 2024, 4:26pm by Staff

Request published

Public

July 2, 2024, 10:18am by Staff

Request published

Public

June 19, 2024, 3:10pm by Staff





This email pertains to the public records request you submitted to the City of Duvall.

We are reaching out to provide an update regarding the anticipated completion timeline for your request. Regrettably, our initial estimated timeframe needs adjustment due to the volume of your request concurrent with the volume of other Police Department work, as it affects the amount of staff time that can be devoted to the subject request or requests.

Rest assured, our team continues to diligently produce records and upload them to the records request portal. However, this delay necessitates additional time for a comprehensive response.

Please do not hesitate to contact us if you require any clarification regarding our updated timeline or have further inquiries. You can reach us via the portal or by calling 425.788.1519. To facilitate a swift response, kindly include your public records request number in all written communications.

Thank you for your understanding and patience.

Courtney Lewis, Confidential Records Administrator

Duvall Police Department

June 12, 2024, 12:12pm by Staff

☑ Message to requester ^

Requester + Staff

Thank you for submitting your request for records to the City of Duvall. Please regard this as your formal notice in compliance with RCW 42.56.520, providing you with a five-day acknowledgment period. Upon assignment of an internal reference number, we kindly request its inclusion in all future correspondence with City staff regarding this matter.

As the designated Public Records
Officer for the City, the City Clerk will
diligently review your request during
standard business hours.
Subsequently, you will receive an
updated timeframe for fulfilling your
request, a query for further
clarification, a discussion regarding the

phased disclosure of relevant records, or a formal denial.

Please know that requests involving electronic records will be provided in their original format. An invoice linked to your records request will be furnished upon the availability of all requested records or if your request is being fulfilled by installments when an installment is ready for release. Full payment is mandatory before any release of information. Comprehensive details regarding applicable fees can be accessed HERE. Payment methods encompass credit/debit card transactions through the NextRequest public records request portal or payment by check or cash.

Should you opt for check payment, please address it to:

City Clerk

City of Duvall

PO Box 1300

Duvall, WA 98019

Alternatively, checks can be submitted in person at City Hall. Cash payments are only accepted in person at City Hall, located at 15535 Main Street, NE; Duvall, WA 98019. We strongly advise against mailing cash, as the City of Duvall and its associates cannot assume responsibility for any monetary loss incurred during transit.

Important Note: Requests about records involving individuals, including City employees or officers, city population rosters, or any identifiable person-specific information intended for commercial utilization, are subject

to specific regulations under RCW 45.56.070(9). In adherence to this, we require an additional declaration form addressing commercial purposes alongside your records request. The required form can be found HERE, outlining guidelines for submission via the NextRequest portal. Detailed instructions are enclosed within the form for your reference.

Please be aware that upon notification of readiness for download, you have a thirty-day window to complete payment for your records request.

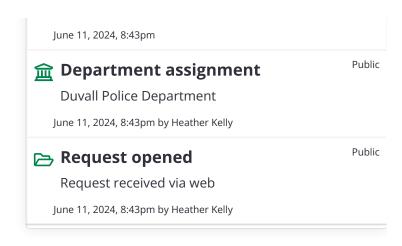
Failure to settle the invoice within this period will result in the request being deemed abandoned, necessitating a new submission. Additionally, a request will be sent via e-mail if further clarification is needed. Failure to respond within thirty days, as stipulated in RCW 42.56.520(3), will lead to the closure of your request due to a lack of clarification.

Typically, most requests are fulfilled within thirty days. However, we will communicate the reasons for delays in instances requiring extended processing time. Should the records become available earlier, we will promptly furnish them. For any inquiries, please don't hesitate to contact us. You can reach us via the portal or by calling 425.788.1185. Kindly include your public records request number in all written correspondence for expedited assistance.

Thank you,

John Botero, City Clerk

City of Duvall



FAQs Help Privacy Terms City of Duvall

