Enid Police
301 West Owen K. Garrriott Road
Enid, Oklahoma 73701
(580) 242 - 7000

ENID POLICE DEPARTMENT OPEN RECORDS REQUEST

Requestor Name: _____ Date: _____

Phone #: _____

Requestor Mailing Address: _____

Requestor's Firm: _____ Phone # _____

Email: _____

TYPE OF REQUEST	REQUESTED				FEE	# OF	Total
ACCIDENT/INCIDENT REPORTS					$0.25 PER PAGE		
PRINTED DISPATCH LOG					$0.25 PER PAGE		
RADIO TRAFFIC/911 CALL					$4.00 PER DISC/DRIVE		
PHOTOGRAPHS					$4.00 PER DISC/DRIVE		
BODY CAMERA/DASH CAMERA					$4.00 PER DISC/DRIVE		
RESEARCH FEE					$12.00 PER HOUR		
VIDEO REDACTION FEE					$30.00 PER HOUR ($10.00 minimum)		

Amount Deposited _____ Total Cost of Request 0 Difference _____

A redaction fee will be applied to all requests for in-car and/or body camera recordings. The redaction fee is based on the average hourly rate of the personnel cost. This rate has been determined to be $20.00 per hours.

A schedule of fees are posted in the City of Enid Court Clerk's office and the Enid Police Department Records Division. A reasonable effort will be made to estimate the total cost of fees associated with an opens records request prior to the records custodians collecting the records. Whenever the estimate exceeds $10.00 a deposit will be required totalling the amount of the estimate. Once the records are collected the actual total amount must be collected/returned prior to the requestor receiving the records.

Requestors Signature: _____

PLEASE PRINT - INFORMATION REQUESTED CONCERNING THE FOLLOWING

CFS#: _____

NAME: _____ _____

1ST PERSON INVOLVED LAST FIRST MI DOB

NAME: _____ _____

2ND PERSON INVOLVED LAST FIRST MI DOB

_____

INCIDENT LOCATION

Employee _____