

Blytheville Police Department

201 West Walnut Street Blytheville, AR 72315

(870) 763-4411

Ross A. Thompson Chief of Police

Freedom of Information Act / FOIA Public Announcement

The Blytheville Police Department recognizes that public business is to be performed in an open and public manner. FIOA request written or otherwise should be addressed or forwarded to the Blytheville Police Department Administrative Division Commander.

Public records available under FIOA shall be open to inspection and copying by any citizen of the State of Arkansas. We would ask that if possible the inspection take place during standard business hours of the custodian of the records. However, the department operates 24 hours a day and other accommodations can be made if necessary.

The FOI request shall be sufficiently specific to enable the custodian to locate the records with reasonable effort.

Request for Information under the FOIA that has been denied by the department may be appealed by filing a "Request for Review of an FOIA Denial" with the City Attorney's office

Fees for copies shall not exceed the actual costs of reproduction, including the costs of the medium of reproduction, supplies, equipment, and maintenance

While you are not required to make your request in writing it can ensure accuracy and assist in the process. Please feel free to use the attached documents in making your requests.

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COST AND FEES LIST

Accident Reports Available on-line: \$15.00

Initial Criminal Incident Report: .25 per page or free if e-mailed

Supplemental pages if available for release .25 each

CD /DVD .50 each

Other (to be determined)

Postage as charged

On review if the estimated fee exceeds twenty-five dollars (\$25.00), the custodian may require the requester to pay that fee in advance. The following can be used to itemize the costs to the requestor if necessary.

Initial Report: Free of Charge

Supplemental Pages: # of pages _____ X .15 each = \$ _____

CD/ DVD: # of discs _____ X .50 each = \$ _____

Postage as charged = \$ _____

Other (describe) _____ = \$ _____

TOTAL = \$ _____

Date Requested: _____

Date Completed / Sent: _____

Please use this itemized list to assist you in determining the costs of your request.

**To: Blytheville Police Department
201 W. Walnut
Blytheville AR 72315**

Attn: Administrative Division Commander

Re: Freedom of Information Act Request Form Letter

As a citizen of the State of Arkansas, Under the Freedom of Information Act I request that the following documents containing the listed information be provided to me:

(Please identify the documents or information as specifically as possible, including dates, times, locations, events etc, use back of form for additional room if necessary.)

I request these documents be made available to me in the following form:

Open for Inspection for me to record / copy at specific date and time.

A copy of the information forwarded to me.

I am willing to pay fees for this request up to a maximum of \$_____. If you estimate that the fees will exceed this limit, please inform me first with the information I have listed below.

Disclosure of the requested information to me is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government.

If you deny any part of this request, please cite each specific reason and notify me of appeal procedures available to me under the law. If you have any questions processing this request, you may contact me at the following:

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Sincerely:

Signature of Requestor Date:

Date and Time Received: Employee Initials