



## WASHOUGAL POLICE DEPARTMENT PUBLIC RECORDS REQUEST PROCEDURE

- The Washougal Police Department does not retain an index of records, due to the fact that it would be unduly burdensome and interfere with agency operations. The use of many different computer systems, programs and information retained in the systems would be extremely difficult, if not physically impossible, to compile into a single index.
- Any person wishing to inspect or copy public records of the Washougal Police Department can make the request on the Washougal Police Department's request form by email, fax or letter addressed to the public records officer and include the following information:
  - ✓ Name of requestor
  - ✓ Address of requester
  - ✓ Other contact information, including telephone number and any e-mail address
  - ✓ Identification of the public records adequate for the public records officer or designee to locate the records and the date and time of day of the request.
- The preferred method for requests is through email to [waspd@cityofwashougal.us](mailto:waspd@cityofwashougal.us). Requests can also be faxed to 360-835-7559. All other requests for public records shall be submitted to the Washougal Police Department located at 1320 "A" Street, Washougal, WA 98671, Monday through Friday between the hours of 9:00 a.m. and 4:30 p.m.
- The Washougal Police Department shall make an initial response to the request for public records within five (5) business days of receipt of the request. In the event a request for public records is received after 5:00 p.m., the request shall be deemed to have been received on the next business day.
- In those 5 days, the Washougal Police Department will either:
  - Provide you with said record(s)
  - Acknowledge your request and give you a reasonable estimate of how long it will take to respond.
  - Deny your request in writing, with the reasons for denial. The Washougal Police Department will tell you the specific exemption of other law it relies upon for the denial.
- Records are available for viewing during business hours. However, it is in the best interest of the requester to make the request in advance so the Washougal Police Department may have the appropriate records available from every source possible.
- In the event that the Washougal Police Department denies a request for public records, the requestor may appeal the denial to the Chief of Police. The Washougal Police Department will tell you the specific exemption of other law it relies upon for the denial.
- Fee schedule is posted on the City of Washougal website