

NEWTON POLICE DEPARTMENT RECORDS REQUEST FORM

Important Notice: The attached sheet contains important information related to your rights to request government records. Please read it carefully.

Please Print:

First Name: _____ MI: ____ Last Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ - _____

Telephone Number where you can be reached between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday.

Area Code: _____ Number: _____ Extension: _____

Are you a citizen of USA? Yes No

Check One: Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE** **HAVE NOT** been convicted of any indictable offense under the laws of New Jersey or any other State or the United States.

Signature: _____ Date: _____

Records Requested: (To expedite your request be as specific as possible)

Requestor can pick up requested material at the Newton Police Department (7) seven business days after date of request. If request cannot be delivered within (7) business days, requestor will be notified when material will be available.

Record Custodian Review

Request Granted: _____

Request Denied: _____

Reason for Denial:

Custodian Signature _____ Date _____

Payment Information – Maximum Amount of Money
Requestor is willing to pay: \$ _____

Select Payment Method:
Cash _____ Certified Check _____ Money Order _____
(Made payable to Town of Newton)

Fees:

| | |
|------------------|----------------------|
| 8 ½ X 11 copies | \$.05 per page |
| CD/DVD copy | \$.35 per disc |
| MV Crash Reports | \$1.00 pick-up at HQ |
| | \$5.00 mailed |

Extraordinary Service or other Material fees that may apply will be quoted at the time of the request for records.

Total Cost of Pages Copied: _____ Total Costs: _____

Extraordinary Costs if any: _____ Amount Paid: _____ Date: _____

IMPORTANT INFORMATION FOR PUBLIC ACCESS TO GOVERNMENT RECORDS:

Access to government records is available under the Open Public Records Act to citizens of the USA who are also residents of New Jersey.

The terms "public record" and "government record" in New Jersey do not include:

- Criminal Investigatory Records;
- Victim's records;
- Inter-agency or intra-agency, consultative or deliberative material;
- Emergency or security information or procedures for buildings or facilities;
- Administrative or technical information regarding computer hardware, software and networks, which if disclosed, would jeopardize computer security;
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of the department
- Information generated by or on behalf of the police department or any of its employees in connection with any sexual harassment complaint filed with the Town of Newton or with any grievance filed by or against any individual;
- Information which is to be kept confidential pursuant to court order;
- That portion of any document which discloses the social security number, credit card number, unlisted telephone number, drivers license number or any other personal identifying information of any person;
- Security measures and surveillance techniques which if disclosed, would create a risk to the safety of persons, property, electronic data or software.

1. State Law requires that in order to request access to government records, you must complete, sign and date this request form and deliver it in person during regular business hours to the custodian of records. Your request is not considered filed until you have delivered it to the Newton Police Department.
2. The fees for duplication of a government record in printed form are listed on the front of the requestor form. The custodian will notify you of any special service charges or other additional charges authorized by State Law or Regulation before processing your request. Payment shall be made by cash, certified check or money order payable to the Town of Newton.
3. Requests with estimated fees exceeding \$25.00 must be accompanied by a 50% deposit. You must agree to pay the balance upon delivery of the records.
4. By State Law, a custodian must deny access to a person who is convicted of an indictable offense in New Jersey, any other State, or the United States, who is seeking government records containing personal information pertaining to the person's victim or the victim's family.
5. By law, the Newton Police Department's Custodian of Records must notify you within (7) seven business days from receipt of your request as to whether it grants or denies your request. If the record requested is not currently available or is storage or archived, the custodian will advise you within (7) seven business days when the record can be made available and the estimated cost.
6. You may be denied access to a government record if your request would substantially disrupt agency operations and the custodian is unable to reach a reasonable solution with you that accommodate your interests and the interests of the Newton Police Department.
7. If the Newton Police Department is unable to comply with your request for access to a government record, the custodian will indicate the reasons for denial on the request form and send you a signed and dated copy.
8. Except as otherwise provided by law or by agreement with the requestor, if the custodian of the record requested fails to respond to you within (7) seven business days of receiving a written, signed request form, the failure to respond will be considered a denial of your request.
9. If your request for access to a government record has been denied or unfiled within the time permitted by law, you have the right to challenge the decision by the Newton Police Department to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint in writing with the Government Records Council (GRC) located in the Department of Community Affairs.