11033 W. 93rd Avenue | St. John, IN 46373 Attn: Records Phone: (219) 365-6032 | Fax: (219) 558-2166

St. John Police Department Records Request Form

Email Request to: pdclerks@stjohnin.gov

The St. John Police Department reserves the right to require that any request for records be made in writing using this form. Fees may apply to any request for copying records.

FOR OFFICE USE ONLY DS#_____

Received by: _____

Date Received: _____/_____/_____ Time: _____

Receipt Method: ____ Email ____ In Person ____ Mail ____ Fax

Completed by: _____

Date Completed: _____/_____/_____ Time: _____

INSTRUCTIONS: This form is to be completed when requesting a record(s) in the possession of the St. John Police Department. This form must be completed in as much detail as possible. The record(s) being requested must be described in reasonable particularity. *One* (1) copy will be provided for any record(s) responsive to a request. *See reverse side (Page 2) for additional information.*

REQUESTOR INFORMATION

Name	**Company Representing** (If applicable)
Complete Mailing Address	
Phone Number	**Signature of Requestor**
Fax Number (If applicable)	**Date & Time of Request**

Email Address (Responses and status updates will be provided by email unless you specify otherwise. Please check your spam/junk folder for any responses that may not go to your inbox.)

CHECK ☐ HERE	I request **one (1) copy** of the following record(s) and understand that charges may apply (see below). Any applicable charges will be paid prior to the Police Department copying and providing the record(s).	CHECK ☐ HERE	I request to **inspect only** the following record(s) during business hours. I understand if records are requested to be copied, charges may apply (see below). Any applicable charges will be paid prior to the Police Department copying and providing the record(s).

INFORMATION REQUESTED

Location/Address of Incident:

Date of Incident:

Time of Incident:

Name of Individual(s) Involved (Excluding Officers)**:**

Additional Information: Attach a separate sheet of paper if additional space is needed. Please refer to the information on the reverse side (Page 2) of this form to request records that are not the property of this Police Department (radio/dispatch records, etc.).

APPLICABLE FEES

Local Police Report for Incident (Cost per Page) $0.10	Certification of Record (Cost per Document) $5.00
Document B&W Copy 8-1/2 x 11 (Cost per Page) $0.10	Document Color Copy 8-1/2 x 11 (Cost per Page) $0.25

Audio/Video Recordings (Including Body Cam and Dash Cam Footage) Link Provided by Email

All links to footage expire after thirty (30) days of being provided. Please note that this Department may charge an additional fee for accessing said footage in excess of thirty (30) days.

Footage Under 30 Minutes $62.00 per Recording	Footage 30 to 59 Minutes $104.00 per Recording	Footage 60 Minutes and Over $150.00 per Recording

Police Records Clerk Operations – Public Safety Building (lobby window, main floor) – Monday through Friday from 8:00 AM to 4:30 PM, and on the second Saturday of the month from 9:00 AM to 1:00 PM. Days and hours are subject to change due to town-observed holidays or unforeseen circumstances.

Police Department Response – Responses to requests will be made according to Indiana State Statutes. For efficient processing, we will email communications so both parties have written record of the request and its status results. Hand-delivered requests will be acknowledged within twenty-four (24) business hours. Requests received by email, postmarked mail (USPS, UPS, FedEx, etc.), or fax will be acknowledged within seven (7) calendar days. We are not required to produce responsive records during this time frame, but to acknowledge receipt of your request. The St. John Police Department will review its files to determine if there are any records responsive to your request and provide a status update within a reasonable period of time.

Responsive Records – Responsive records are those that exist at the St. John Police Department, and are disclosable, in whole or parts thereof, according to law. Refer to Indiana Code 5-14-3-4 for the disclosure and non-disclosure of records. After payment is received by the Town Clerk-Treasurer's Office, our staff will copy your records and notify you when such records may be picked up. If you choose not to have us photocopy the records, you may provide a safe and operable flash drive for us to download one (1) copy of each responsive record. Please contact us in advance to schedule time for your visit. Digital documents will be provided in Portable Document File (PDF) format. The St. John Police Department is only required to provide one (1) copy of a responsive record.

The St. John Police Department is not required to leave record requests open for an indefinite period of time after providing the requestor written notice (email or postmarked mail) that responsive records are available. Requests will be considered closed after thirty (30) days.

Confidential Records – The St. John Police Department will not release confidential records to the public without court order. Confidential records are defined under Indiana Code 5-14-3-3, 5-14-3-4, and 5-14-3-5.2. Some examples of confidential records include, but are not limited to; investigatory files, medical files, personnel files, applicant files, statements, criminal history information, juvenile information, operational plans, security measures or other documents relating to anti-terrorism, and crime scene photographs. In addition, identifying victim information will be withheld if the victim was involved in; rape, criminal deviate conduct, child molesting, child exploitation, vicarious sexual gratification, child solicitation, child seduction, sexual battery or sexual misconduct with a minor.

Payment of Fees – All fees are due and payable at the St. John Clerk-Treasurer's Office (Municipal Building/Town Hall, 10955 W. 93rd Avenue, St. John) before receiving any records. There is a processing fee if paying by credit card. Please call (219) 365-4800 for more information on payment methods and hours of operation. Fee schedules may be subject to change.

Body-Worn Camera (BWC) and In-Car Video (ICV) Recordings – Records retention schedules apply to recordings with a cap of one hundred, ninety (190) days unless you request a "hold" on a recording. In that case, the requestor must notify us in writing within one hundred, eighty (180) days of the recording date to request it be kept for at least two (2) years**.** Recording reproductions will be provided digitally with notice made by email from a detective of the St. John Police Department and/or the third-party provider our Department may use for cloud storage. This will be performed after payment has been made to the Clerk-Treasurer's Office, and after the detective has scheduled time to review the footage for any necessary redactions. If you are inspecting a recording, an officer must first view the footage, make any necessary redactions, and may be present during the inspection. All links to footage expire after thirty (30) days of being provided. Please note that this Department may charge an additional fee for accessing said footage in excess of thirty (30) days.

Prohibited Use of Public Records – Town Ordinance No. 1891 prohibits the use of public records for commercial purposes. Commercial purpose, pursuant to IC 5-14-3-3, includes: to sell, advertise, or solicit the purchase of merchandise, goods, or services, or sell, loan, give away, or otherwise deliver the information obtained by the request to any person for these purposes. A list of employees of a public agency cannot be used for commercial purposes pursuant to IC 5-14-3-4(c).

Suspected Data Scraping, Phishing, and Cybersecurity Risk Requests – House Enrolled Act (HEA) 1360 gives public agencies discretion to deny a public records request if the agency suspects the request to be a data scraping request, a phishing request, or a cybersecurity risk request. Refer to IC 5-14-3-3.3(b) and 5-14-3-3.3(c) concerning denial of such requests and an agency's notice to the Indiana Public Access Counselor.

Other Record Sources: CAD/dispatch/911 records, arrest/jail records, and/or court proceeding records may be available by contacting their respective agencies.

Dispatch/CAD Records	Lake County Court Records	Indiana Public Records Search
Lake County Emergency Communications 2293 N. Main Street Crown Point, IN 46307 Download the Public Records Request form at: https://911.lakecounty.in.gov/apra. *Information subject to change.*	Lake County Clerk's Office 2293 N. Main Street Court Building, 1st Floor Crown Point, IN 46307 (219) 755-3460 A request form may be located at: https://lakecountyin.gov/departments/clerk. *Information subject to change.*	An online portal is available at https://public.courts.in.gov/mycase. Any member of the public may search this system free of charge for non-confidential case information and documents. *Information subject to change.*
St. John Police Department participates in the Police Data Initiative (PDI) that provides specific data to build transparency, increase community trust, and to use data to enhance internal accountability through effective analysis. Datasets are available to view and download concerning arrest demographics, calls for service, traffic accidents, traffic stops, traffic citation demographics, and traffic warning demographics. To locate, go to www.stjohnin.gov > Departments > Police Department > Police Department Homepage.		