



CITY OF WAYNESBORO

POLICE DEPARTMENT

250 SOUTH WAYNE AVENUE
SUITE 102 BOX 3
WAYNESBORO, VIRGINIA 22980-4622

Waynesboro Police Department Request for Copy of Records

Date of Request: _____ Name of Requestor: _____
(Last Name, First Name, M.I.)

Residential Address: _____

Phone number: _____ Email address: _____

Record(s) Requested: Incident Record/Dispatch Log Police Report Crash Report

Local Background Check Other _____

Number of Records Requested: _____

Date/Time/Location of Incident(s): _____

Name(s) of parties involved: _____

Purpose: (why you need the records, e.g., "Insurance claim for damage to my car in a crash.")

Note: Waynesboro Police Department records may be subject to limitations of release in whole or in part pursuant to the Virginia Freedom of Information Act under VA Code Section § 2.2-3706. All other records may have personal identification information redacted prior to release.

The Waynesboro Police Department may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. The City shall not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the Department. Any duplicating fee charged by the City shall not exceed the actual cost of duplication. (See back for possible costs & fees).

(THIS SECTION IS FOR OFFICE USE ONLY)

Date Request Received: _____ Employee Receiving Request (Name & PD#): _____

Requester ID Verified By: Driver's License Photo ID Card Other _____

Date Request Processed: _____

Employee Processing Request: (Name & PD#) _____

List of Records Released to Requestor (List CIRs, FR300, etc.):

Staff Rate & Total Time Spent: _____ Copy/Print-Out Fees: _____ Materials Fees: _____

Total Due: _____

PAID: YES NO AMOUNT PAID: _____

Virginia Code § 2.2-3704 states any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make a response in writing.



CITY OF WAYNESBORO

POLICE DEPARTMENT

250 SOUTH WAYNE AVENUE
SUITE 102 BOX 3
WAYNESBORO, VIRGINIA 22980-4622

RECORDS COSTS & FEES

Staff time: When 15 minutes or more of the staff member's time is required to process the request, which may include accessing, duplicating, supplying, or searching for the requested public records, the requestor will be billed a fee for the actual time spent by staff. The fee will be calculated in fifteen-minute increments and established by the staff member's base hourly rate.

Copies of documents and print-outs from electronic documents: The fee is \$.10 per page. Any completed requests for records are kept on file for 30 days. The requested copies will be destroyed if not picked up within this time. The requestor will be required to submit a new request.

Materials: For purposes provided in an electronic medium, there may be a charge for the actual cost of the medium by which the information is provided (CD, DVD, flash drive, etc.).

Requests for Body Worn Camera Footage: Large amounts of data, such as BWC recordings, or requiring extensive copying, research, and compiling will incur additional fees. The fees are billed at the hourly rate of the person processing the response. If this is the case, the requester will be notified of any additional charges before the request is processed.

Request Estimates: If the Waynesboro Police Department estimates it will cost more than \$200 to respond to a request, we may require the requester to pay a deposit. The amount is not to exceed the amount of the estimate. The estimate will be provided to the requester of records before the department proceeds with completing the request for records. The five-day response time for a request does not include the time between when the department asks for a deposit and when the requestor responds to it. The requester may request that the department estimate in advance the charges for supplying the requested records. This will allow the requester to know about any upfront costs or allow the requester to modify the request to attempt to lower the estimated costs.

Unpaid Responses: If the requester owes the Waynesboro Police Department fees from a previous FOIA request that has remained unpaid for more than 30 days, we may require payment of the past-due fees before we respond to the new FOIA request.

Once the records request is processed, the records to furnish to the requestor can occur by several methods including by U.S. Mail, fax, e-mail, in person, or over the phone. Records received in person at the Waynesboro Police Department can occur Monday through Friday between the hours of 8:00 a.m. – 4:00 p.m. In-person receipt of records will require you to provide identification for verification before the release of records. Payment of any fees incurred are due at the time of receipt of records.

Payment Methods Accepted: Cash, personal or business check, credit/debit cards.