

**City of Southaven Police
Department
Public Record Request
Documents/Digital Media**

Citizen Contact Information

Name: _____

Phone: _____

Email: _____

Please provide all known information to assist in locating requested documents/videos.

Document Request Incident Report Arrest Report Other _____

Media Request BWC ICV MDOT PHOTOS OTHER _____

Request Date _____

Reason for Request _____

Incident Date and Time _____

Incident Location _____

CAD/Offense Number _____

Officer(s) Involved _____

Ticket Number _____

Defendant(s) Name _____

I understand that the City of Southaven will apply a charge of \$10.00 per written report. All reports will be sent via email unless otherwise specified.

For media requests the following charges will be applied; minimum charge per incident is \$25.00.

I wish an emailed link, enabled for 72 hours upon sending to recipient, which may be downloaded by recipient. I understand the cost is based on \$25.00 per hour to prepare the media.

I wish a digital file placed on a CD/DVD. I understand the cost is based on \$25.00 per hour to prepare the media with an additional \$20.00 for the CD/DVD placement.

The redaction process of SPD Public Record Request of body and in car video is a time consuming and tedious process. Petitioner will be provided with cost estimates prior to the initial review of media and the redaction process.

Office Use Only

Request Approved Request Denied Reviewing Party _____

Date Completed: _____

DEU Analyst: _____

Total Processing Time _____ Amount Owed _____