



# COVINGTON POLICE DEPARTMENT OPEN RECORDS REQUEST



The Georgia Inspection of Public Records Act, O.C.G.A. Sections 50-18-70 through 50-18-76 allows citizens and legal representation to request documents. Please note there is a fee associated with these requests, and an attachment providing the set cost of those items will be provided to you. Also note that if this is an open, Superior court case you may be referred to the District Attorney's office for this request.

Date of Request: \_\_\_\_\_ Date of Incident: \_\_\_\_\_

Case Number/Reference: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Name(s) of Parties Involved: \_\_\_\_\_

Name of Law Firm if Applicable: \_\_\_\_\_

Preferred Method of Contact:  Phone \_\_\_\_\_

Email \_\_\_\_\_

How would you like to receive your records:  Pick Up  Mail

Mailing address: \_\_\_\_\_

\_\_\_\_\_

What records are you looking for?

Case reports

Name/Badge Number of Arresting Officer(s):

Pictures

\_\_\_\_\_

Videos

Car

Body

Signature of Requestor: \_\_\_\_\_

Date: \_\_\_\_\_ Notify me if cost is over: \$ \_\_\_\_\_

**Office Use Only:**

Person filling request: \_\_\_\_\_

Was the request filled in full? Yes No

NOTES: \_\_\_\_\_

Signature of Person Filling Request: \_\_\_\_\_

Date of Pick Up or Mail Out: \_\_\_\_\_

## COVINGTON POLICE DEPARTMENT OPEN RECORDS FAQs

### **How long will it take?**

Open records requests have to be acknowledged within three business days, but depending on the information it may take longer. Someone will contact you within three business days to give you an idea of how long it will take or let you know if it is ready.

### **How much will it cost?**

The breakdown of our costs are as follows:

Paper Copy—\$0.10 per page

DVD—\$3.00 each CD—

3.00 each

Processing Fee—\$5.00 per \$15 minutes

### **Who do I contact if I have any questions?**

Cheryl Vaughn is in charge of all of the Covington Police Department's open records requests. Please call the front desk at (770)786-7605 or email her at [cheryl.vaughn@covingtonpolice.com](mailto:cheryl.vaughn@covingtonpolice.com).

### **Where should I send requests?**

Requests can be emailed to [evidence@covingtonpolice.com](mailto:evidence@covingtonpolice.com) or mailed to our address at 13183 Harland Drive, Covington, GA 30014.