



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.

Where should I send requests?

Requests can be emailed to openrecords@covingtonpolice.com or mailed to our address at 13183 Harland Drive, Covington, GA 30014.