



Zillah Police Department

Public Records Request

DS # _____

Pursuant to RCW 42.56.520, we have 5 business days to respond to requests received under the Public Records Act

Date: _____

Section 1: Requester Information

Name of person making request: _____

Address of person making request: _____

Telephone number of person: _____

Records that are requested: _____

(Please be as specific as possible. List the type of record and the date/time if known. Attach additional pages if necessary.)

Is this request being made for commercial purposes? Yes No

If yes, state the commercial purposes: _____

Type of Request: View records
 Request copy of records (\$0.15 per page)
 View records and request copies as needed

Section 2: Employee Receiving Request

Name of Employee: _____ Date: _____ Time: _____

Section 3: Administrative Actions

Records located and approved for release. *Date released:* _____ *Rcpt #:* _____

Records located, release is exempt. List specific exemption that applies: _____

Partial release authorized.

Search for record has been made and the record does not exist. List records searched. _____

Other, explain: _____

Tim Quantrell
Chief of Police



Zillah Police Department

Solicitud de Registros Públicos

DS # _____

Fecha: _____

Sección 1: Información del Solicitante

Nombre: _____

Dirección: _____

Número de teléfono: _____

Registros solicitados: _____

(Se específico. Indique la fecha y la hora si se conoce.)

(Agregue papel se is necesario)

Is this request being made for commercial purposes? Sí No

En caso afirmativo, indique el propósito: _____

Tipo de solicitud: Ver registros
 Solicitar copia de registros (\$0.15 por página)
 Ver registros y solicitar copias según sea necesario

Sección 2: Solicitud de Recepción del Empleado

Nombre del empleado: _____ Fecha: _____ Hora: _____

Section 3: Administrative Actions

Records located and released. *Date of release:* _____ *Rcpt #:* _____

Records located, release is exempt. List specific exemption that applies: _____

Partial release authorized.

Search for record has been made and the record does not exist. List records searched. _____

Other, explain: _____

Tim Quantrell
Chief of Police

Procedure 35 – Records and Police Information

Approved by: Chief Quantrell

Date: 02/01/2017