

**SKIATOOK POLICE DEPARTMENT
INFORMATION SERVICES DIVISION – RECORDS SECTION**

REQUEST FOR COPYING OF POLICE DEPARTMENT RECORDS

YOUR NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

FOR BUSINESS PERSONAL (Please select one)

Please give the **case number** or all information you have about the records you are requesting.

(Vague or open-ended requests will not be accepted or processed.)

*** NOTIFICATION WILL BE MADE UPON COMPLETION OF THIS REQUEST***
PLEASE MAKE SURE TO INCLUDE A GOOD PHONE NUMBER

YOUR SIGNATURE: _____

FEES

The fees charged for report copies are authorized by the Oklahoma Open Records Act Ordinance. This fee is \$0.25 per page for a copy. Other charges are the costs to reproduce items such as pictures OR video recordings from bodycams. This fee is \$25, paid before research is made.

JUVENILE INFORMATION

Title 10A Article 1 Chapter 6 & Article 2 Chapter 6 of the Oklahoma State Statutes is known as the Oklahoma Juvenile Code. Paragraph A states: "Except as provided by this section or as otherwise specifically provided by state or federal laws, the following juvenile records are confidential and shall not be open to the general public, inspected, or their contents disclosed." The list of confidential records includes law enforcement records. Therefore, the Records Section is unable to release any record on a juvenile, including arrest records or reports in which the victim was a juvenile. These records cannot be released to the juvenile or his parents or guardian.

Except as provided by this section or as otherwise specifically provided by state or federal laws, the following juvenile records are confidential and shall not be open to the general public, inspected, or their contents disclosed:

1. Juvenile court records;
2. Agency records;
3. District attorney's records;
4. Law enforcement records;
5. Nondirectory education records; and
6. Social records.