



# LONE PEAK POLICE DEPARTMENT

## GOVERNMENT RECORDS REQUEST FORM

Name of Requester \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ DOB \_\_\_\_\_

Description of Records Being Requested \_\_\_\_\_

Case# \_\_\_\_\_

Reason you believe you are entitled to access these records \_\_\_\_\_

Identification must be provided prior to release of a record pursuant to Utah Code Ann. § 63G-2-202  
Pursuant to Utah Code Ann. § 41-6a-404, an accident report, including all accompanying data, may only be released to:

- a person involved in the accident, excluding a witness to the accident;
- a licensed private investigator;
- the insurance company for a person involved in the accident or a person suffering loss or injury in the accident, including:
  - an employee of the insurance company; or
  - an individual who has been hired by an insurance company, who is acting as an agent or representative of the insurance company;
- an individual who provides a signed release from a person involved in the accident or a person suffering loss or injury in the accident; and
- a parent of a child or a legal guardian of a person involved in the accident or a person suffering loss or injury in the accident;
- a person suffering loss or injury in the accident;
- a hospital that treated an individual in relation to the accident;

Pursuant to Utah Code Ann. § 63G-2-301(3)(g), initial contact reports are public records. According to Utah Code Ann. § 63G-2-305(9) follow-up reports, photos, diagrams and copies of records held in evidence are classified as protected records, and are not subject to release, if release of the records reasonably could be expected to interfere with an ongoing criminal or administrative enforcement proceeding. Initial contact reports may include the following:

- Incident Reports
- DUI Report Forms
- Citations and Warnings
- Dash Cam Videos

The records officer may release all reports and accompanying data, including photos, to the subject of the record or to an attorney who has been retained by the subject of the record. Private information of another as described in Utah Code Ann. § 63G-2-302(2)(d) will be redacted prior to release as provided by Utah Code Ann. § 63G-2-308. If private information is redacted, you have the right to appeal the denial within 30 days. Any appeal should be directed to Lone Peak Police Chief Brian Gwilliam, 5400 Civic Center Drive Suite 3, Highland, Utah 84003.

Toxicology results may only be released to the following:

- The subject of the record;
- Another governmental agency provided that they will be used for a purpose for which they were collected.
- An attorney who has been retained by the subject of the record; or

### ***The DPS Fee Schedule approved by the Utah State Legislature is as follows:***

Black/White Copies	Traffic Accidents	DVD's / PHOTOS / Dispatch Recordings
• \$5.00 for 1 to 10 pages	• \$10.00 (report w/ your statement)	Dash Cam.....\$25.00 per officer DVD
• \$25.00 for 11 to 50 pages	• \$25.00 accident photo CD	Body Cam.....\$25.00 per officer DVD
• \$.50 per page every page thereafter	• \$2.00 per printed photo page	Photo CD.....\$25.00
Color Copies ..... \$1.00 per page	(1, 2 or 4 per page printed on paper)	Dispatch Recording.....\$25.00

Requester Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

DATE \_\_\_\_\_ PAYMENT \_\_\_\_\_ CASH CHECK # \_\_\_\_\_ CREDIT CARD INITIALS \_\_\_\_\_

DISSEMINATED ON \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

ITEMS RECEIVED \_\_\_\_\_ INITIALS \_\_\_\_\_