

Bradley C. Meyers
Chief of Police

Fredonia Police Department

Village Hall – Church Street
(716) 679-1531 * FAX (716) 679-9449

REQUEST FOR PUBLIC ACCESS TO VILLAGE RECORDS

1. A written request is required for access to or copies of certain Village of Fredonia Police Department records.
2. The written request for access or copies shall be on the Village of Fredonia Police Department Records Access Form, or shall clearly identify the specific records requested in the same detail as the Records Access Form. A person requesting records must supply all information describing the record sought, including dates or any other pertinent information that may help to describe the records sought.
3. An approved request for records access or copies shall be responded to within five business days. If the Chief of Police cannot provide access to the record sought within five business days, he shall notify the requestor of an approximate date when the request will be finalized. Or advise the requestor that access to the record has been denied.
4. Records access shall be available to the requestor during normal business hours, Records access, which is disruptive to the orderly operation of the Village of Fredonia Police Department, will not be permitted.
5. Any specific reports, cases, photographs and/or support documents of the Village of Fredonia Police Department shall be available through the above-stated process of requesting records (#1-#4).
6. The fee for copies of records shall be twenty-five cents per page and any cost associated with reproducing 8x10 photographs.

*** Proudly Serving Our Community ***

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VILLAGE OF FREDONIA POLICE DEPARTMENT RECORDS ACCESS FORM

Inspection and / or copies of certain Village of Fredonia Police Department records are available under provisions of the New York State Freedom of Information Law (FOIL).

Name of Requestor: _____
Last First Middle Int. D.O.B.

Address of Requestor: _____

Telephone Number: (____) _____

Description of Record Desired (Reports, Case Numbers, Dates, Title, Photographs, ect.)

Date that you would like the copies, or date and time you wish to inspect the records:

Fees are twenty-five cents per page and any costs associated with reproducing 8x10 photographs.

(Signature of Requestor) Date _____

Mail or hand-deliver this form to:

Chief Bradley C. Meyers
Fredonia Police Department
9-11 Church Street
Fredonia, N.Y. 14063

Office Use Only:

Date request received: _____ Received by: _____

Date forwarded to Village Administrator for fee collection and notification of requestor that copies are ready: _____ Forwarded by: _____