

Emory University Police Department
Police Report Release Policy

Emory University is a private institution; however, the University recognizes the legitimate public interest in the law enforcement activities of the Emory Police Department, and authorizes the release of specifically identified Police Department reports of incidents involving alleged violations of federal or state laws, or of local ordinances.

The University Police will not, under this policy, release to the public:

- Information tending to identify the victims/survivors of sex crimes;
- Supplemental or investigative reports or reports involving on-going investigations;
- Reports of on-going cases in which the release of information might jeopardize the physical safety of a victim, witness or other party to the case;
- Reports of on-going criminal activity of which release is likely to compromise the investigation.
- Any records that we are prohibited by law from disclosing.

Original Incident Report Copying Fees and Required Identification

A.	Request by a person named in the report:	No charge
B.	Request by an agent of a person named in the report:	\$ 5.00
C.	Non-party request with case number:	\$ 5.00
D.	Non-party request without case number:	\$10.00
* Requests for supplemental and investigative reports are subject to a \$1.00 per page charge.		

Payment must be by check, cash, or pre-authorized account. Proper identification is required to process all requests.

Hours of Operation

Request forms may be obtained, and requests for reports may be made, from 8:30 AM to 4:00 PM, Monday-Friday, at the offices of the Emory University Police Department, 1784 N. Decatur Rd., #G01, Atlanta, GA 30322-0550. Telephone (404) 727-6115. The Department will attempt to provide while-you-wait service, but in some cases, the report may not be immediately available.

REQUEST FOR COPY OF POLICE INCIDENT REPORT
(FEE SCHEDULE LISTED ON THE REVERSE SIDE OF THIS FORM)

Report Case Number _____

Requestor Information

(Please check the appropriate category and provide the requested information)

- A. _____ I am named in the report.
- B. _____ I have written authorization from _____,
who is named in the report. I have attached a copy of authorization.
- C. _____ I am not named in the report, nor am I an agent for a person named in the report.

If you do not know the case number, please provide the following information:

Approximate date of the report is: _____, and I am providing at least two of the following:

Incident Location: _____ Incident Type: _____

Name of victim or subject: _____ Reporting Officer: _____

Print Name

Signature

Address

Telephone Number

(Do Not Write Below This Line)

I.D. Type _____

ID Number _____

Fee: \$ _____

Cash _____

Check # _____

Acct # _____

Dept. Name _____

Released by: _____

Date: _____