

1. All police records which are public record as defined in Iowa Code Chapter 22 are available for review at the police department.
2. Investigative reports: As a general rule investigative police reports are not released to the public unless subpoenaed, or release is authorized by the County Attorney of case origin, or the City Attorney on a case by case basis. However, the date, time, specific location, and immediate facts and circumstances surrounding a crime or incident shall not be confidential under this policy except in the unusual circumstances where disclosure would seriously jeopardize the investigation or pose a clear and present danger and the safety of an individual. In most cases the date, time, specific location, and immediate facts should be made available through the Department's Call for Service log which is open to public review.
3. Accident Reports- subject to disclosure as public record.
4. Arrest Records- subject to disclosure as public record.

Procedure for Obtaining Public Records from the Forest City Police Department.

The custodian of records shall not release control of the Department's records. To ensure the integrity of the records, copies should be provided. Members of the public requesting police records must reasonably describe the records requested. Requests for records should include the type of record, date of incident if applicable, name of person(s) involved if applicable, and any other information relevant to help identify the record sought. Requests for copies of police reports must be made during administrative hours. These hours are Monday thru Friday, except holidays, 8:00am until 4:00pm. The Police Department is located at 525 North 4th Street, Forest City, Iowa 50436. The contact phone number to request copies of police reports, as well as to obtain general information concerning the release of police reports, is 641-585-2113. Payment is required before the police department will mail or release copies of records. In the case of a subpoena, a bill will be forwarded, with the subpoenaed documents, to the Law Firm or Attorney initiating the subpoena.

Fees for reports are as follows:

1. Requests for copies of public records are \$1.00 per page.
2. Accident Reports- \$1.00 per page.
3. Video Recordings- \$10.00 per tape.
4. Photo CD's- \$10.00 per CD.
5. Fingerprints- \$2.00 per card.
6. Arrest and contact records- \$1.00 per page.

Designated as Lawful Custodian for the records of the Forest City Police Department are:

1. Chief D.N. Davis
2. Assistant Chief T.O. Montgomery
3. Lieutenant RW Caldwell

Dated and posted at the Forest City Police Department July 13, 2006.