



VERNON POLICE DEPARTMENT

Freedom Of Information Request

Instructions for Requesting Records

What may be released?

Access to public records is controlled by §1-210 Connecticut General Statutes as well as other provisions of State and Federal law. Records maintained or kept on file by the police department are public records and may be viewed and copies obtained unless the requested information falls within specific exemptions identified by law. Some of these exemptions include:

- *The identity of informants/witnesses not otherwise known...*
- *The identity of minor witnesses*
- *Signed statements of witnesses*
- *Information to be used in prospective law enforcement action...**
- *Investigatory techniques not otherwise known to the general public*
- *Arrest records/reports concerning juveniles*
- *The names and addresses of victims of sexual assault or risk of injury*
- *Visual images of homicide victims which reasonably could be expected to constitute an invasion of privacy*
- *Personnel or medical files, the disclosure of which would constitute an invasion of personal privacy.*
- *Records not publicly available pursuant to other State or Federal statutes.*

*reports concerning open/active investigations are generally not releasable

ARREST REPORTS:

Pending Cases:

The "Record of Arrest", as defined by §1-215 of the Connecticut General Statutes, becomes public information from the time of the arrest. *Records pertaining to juvenile arrests are not releasable.*

Closed Cases:

Records and documents associated with adjudicated cases are public information unless erased pursuant to law. The Subject of an erased record may obtain a copy upon satisfactory proof of identity. *Records pertaining to juvenile arrests are not releasable.*

ACCIDENT REPORTS:

Most reports concerning traffic accidents are available for disclosure to the general public upon completion of the investigation. In cases involving criminal arrests (i.e. DUI) stemming from the accident investigation, release may be limited to involved parties or their legal representatives during the pendency of the court proceedings (*Reference §7-282 and 14-227i, C.G.S.*). "Crash" reports may also be available online through BuyCrash.com

OTHER:

Records compiled in conjunction with closed cases/complaints not resulting in an arrest are available for public release unless otherwise exempted by law. Records pertaining to background checks, certain data/statistics pertaining to Department activity and other reports are generally available for public release as well.

REQUESTS FOR RECORDS MAY BE MADE:

- In person at our Records Window during normal business hours (7:00 A.M. to 4:00 P.M. Monday through Friday and until 6:30 P.M. on Wednesdays, holidays excepted)
- By submitting a written request by U.S. Mail to the Vernon Police Department, 725 Hartford Turnpike, Vernon, CT 06066 ATTN: Records
- By submitting a written request by FAX to Vernon Police Records (860) 872-7249
- By submitting a request by email to policerecords@vernon-ct.gov

Please provide as much information as possible concerning the nature of your request. Include the Vernon Police Department case number if known, and information pertaining to the time, date, location and person(s) involved. Be sure to include a telephone number. A request form is available on our website.

In many cases, requests made in person at our Records window can be accommodated within a matter of minutes. We will reply within four business days with a response to requests made by mail, FAX or email along with the cost of obtaining copies and postage (*we do not email or FAX records in response to FOI requests*). Some requests, however, may require a more extensive search and review, and we will respond with an estimate of the time needed to fulfill the request.

Records subject to release pursuant to law may be inspected at our Records Department during normal business hours at no cost. Copies of documents may be purchased for fifty cents per page, while other fees pertain to copies of photographs, video and audio recordings. Payment for copies may be made in cash or by Bank Check, Money Order or Business Check only. We do not accept personal checks. Fees may be waived upon evidence of indigence.

Inquiries concerning the availability of records may be made to the Records Department during normal business hours by calling (860) 872-9126, Extension 145