



# Apex Police Department

## Request for Records



**\*\*Does not include body-worn camera/in-car camera\*\***

Please allow up to 10 business days to process your request.

**\*Note\*** Apex Police Department does not require the requestor to complete this form as a condition of accessing a public record. APD will comply with all public records in accordance with NC Public Record Law. This form is used for assistance with tracking data used in workload analysis for staffing purposes and is voluntary. Please check the box for which type of request(s) you are seeking. Please fill out as much information as possible to better assist us with your request.

Date of Request:     /     /	Email:
Person Making Request:	Phone/Fax Number:

<input type="checkbox"/> Incident Report	<input type="checkbox"/> Arrest Report	<input type="checkbox"/> CAD Report	<input type="checkbox"/> Other
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Report/CAD Number:	Date/Time of Incident:     /     /     :     am <input type="checkbox"/> /pm <input type="checkbox"/>
Incident Location:	

<input type="checkbox"/> 911 Phone Call	<input type="checkbox"/> Radio Traffic	Report/CAD Number:
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Date of Incident:	Incident Time: Begin     am <input type="checkbox"/> /pm <input type="checkbox"/> End     am <input type="checkbox"/> /pm <input type="checkbox"/>
Incident Location:	
How would you like your audio recording?	<input type="checkbox"/> CD <input type="checkbox"/> E-mail <small>(add email address to the beginning of the form)</small>

Additional Details (Any other information that might be helpful in completing this request)

### Apex Police Department Use Only - For Internal Use

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Records Supervisor_ _____	Date_     /     /     _____
Comments:		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Communications Manager_ _____	Date_     /     /     _____
Comments:		
Documents provided to the requester via <input type="checkbox"/> Email <input type="checkbox"/> Other:	By _____	Date     /     /     _____
Recording provided to the requester via <input type="checkbox"/> Email <input type="checkbox"/> CD	By _____	Date     /     /     _____