**DISCOVERY REQUEST**

**CITY OF MISSION, KANSAS POLICE DEPARTMENT**

**6090 WOODSON, MISSION, KS 66202**

**(913) 676-8300 (Phone)**

[**www.missionks.org**](http://www.missionks.org)

Please complete this form and return to the Police Department with the appropriate payment. Reports and videos will be mailed to the address provided unless otherwise directed. **Requests will not be processed until payment has been received.**

TICKET or CASE #(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEFENDANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last Name First Name MI DOB

APPROXIMATE TIME/DATE OF OFFENSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ISSUING OFFICER NAME/BADGE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last Name First Name

PHONE AND/OR E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES: A charge for providing copies of records is authorized by state law and has been established by City ordinance. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. Fees must be received by the Mission Police Department prior to copies being made. The fee for videos is $25.00 per DVD.**

**Requesting copies of:**

□ POLICE REPORT - $5.00

□ IN-CAR VIDEO

□ BODY-WORN VIDEO

□ BOOKING VIDEO (booking room, post-arrest)

□ BACK-UP PATROL CAR VIDEO (in-car video from backing officer)

**NOTICE: Videos are stored and retained according to Department policy.**

* Metadata system is not installed in all patrol cars. Metadata CD may not play on all computers.
* There will be no charge if video requested is not available.

**ACKNOWLEDGEMENT: I hereby acknowledge that I am aware the Kansas Open Records Act provides: “Except to the extent otherwise authorized by law, no person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or services to persons listed therein, any list of names and addresses contained in and derived from public records.” I further acknowledge that a violation of this section is a Class C misdemeanor.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***For Police Department Personnel:***

*Case #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Payment received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Request received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Request processed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by Municipal Court: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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