

FOIA REQUEST FORM

Tontitown Police Department

235 E Henri De Tonti Blvd

Tontitown, Arkansas 72762

Telephone: (479)361-9168

Fax: (479)763-0044

FOIA Request email address: pdclerk@tontitownar.gov

Information about you (PLEASE PRINT NEATLY):

Date: _____

Mr./Ms./Mrs. (circle one) YOUR NAME: _____

BUS. Name OR AGENCY (for whom you are requesting records or N/A): _____

BUS. /AGENCY street, City, State, Zip code: _____

YOUR ADDRESS: (street, City, State, Zip code) _____

YOUR PHONE NUMBER: primary (____) _____, alternate (____) _____

*YOUR Arkansas Driver's License Number _____

NOTE: If you are not providing an Arkansas driver's license as proof of Arkansas citizenship, what proof will you provide (must be provided with this request)?

*YOUR EMAIL ADDRESS: _____@_____.com

MY RELATIONSHIP TO THE SUBJECT NAMED IN THE RECORDS THAT I AM REQUESTING:

____ Self ____ *parent/legal guardian or custodian ____ Legal counsel/attorney ____ Spouse

____ Sibling ____ Other, explain: _____

***Proof of guardianship or custodianship must be provided with this request.**

Information about the records you are requesting (PLEASE PRINT NEATLY):

Subject Name(s) listed in the record(s): _____

Subject Address (street, City, State, Zip code): _____, _____, _____, _____

Date(s) of Record: _____

I request copies of the following: ____ Incident Report ____ Accident Report ____ Supplements

____ Body Camera ____ Dash Camera ____ Interview Audio/Video ____ Training/Certifications

____ Other _____

Additional

Information: _____

YOUR SIGNATURE:

You will receive a response within three business days of the date this request is received by the FOIA Analyst.

Tontitown Police Department

235 E Henri De Tonti Blvd, Tontitown Arkansas 72762
Office number: 479-361-9168

TPD FREEDOM OF INFORMATION ACT (FOIA) STATEMENT

The Tontitown Police Department takes reasonable steps to segregate and release only nonexempt FOIA material in its publicly releasable documents as required by the FOIA. We strive to ensure all exempted information such as, but not limited to, that stated herein has been redacted prior to public distribution through both automated and manual means. The length of the documents, videos, etc., the style of writing, and other factors, as well as the manual labor required to redact exempted information may affect the time required to complete a FOIA request.

The following information is redacted in all reports in accordance with its relevant statute unless it is to the person, guardian, parent or Attorney of record of the person to whom the information belongs.

- Juvenile Names (Juvenile Records Confidentiality (**AR Code §14-14-110**));
- Name, Address of minor occupant in motor vehicle accident (**AR Code § 27-53-202**);
- Addresses (Personal Contact Information (**AR Code §25-19-105, AR Personal Information Protection Act (PIPA)**));
- VIN/License Plates (unclear guidance);
- Names of Parents of Juvenile Driver (other material that personally identifies a juvenile **AR Code §9-28-17**);
- Insurance Policy # (account # **AR Code §4-110-103/104**);
- Dates of Birth ("information that could reasonably be used to identify an individual", **AR PIPA, AR FOI Handbook 19th Ed., FOIA 1967**);
- Medical Transport Information ("ambulance records..." **Ark. Op. Att'y Gen. No. 99-110**);
- Witness Address, Phone number and email (Personal Contact information **AR Code § 25-19-105, FOIA 1967**).
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The **Arkansas Personal Information Protection Act (PIPA)** requires the SCSO to safeguard sensitive information of individuals acquired during the course of regular business. As such, the following information is redacted on all materials requested under FOIA:

- Social Security Number
- Drivers License Number & State
- Any Account Number
- Any medical information, including names of physicians and/or medical diagnosis, conditions
- Biometric data such as fingerprints or photos