



MARIETTA POLICE DEPARTMENT

240 Lemon Street, Marietta, Georgia 30060 * Telephone (770)794-5300 * Fax (770)794-5342

David Beam, Chief of Police



Record Request

Date of Request: _____ Date of Report: _____ Time of Report: _____

Type of Record Requested ☐: Incident ☐: Accident Report

Other Specific Requests: ☐ (Please Explain) _____

Case Number (s): _____

Location of Incident/Accident: _____

Name of Individual in Report: _____ Date of Birth: _____

Report Requested by: Name: _____

Phone Number: _____

Involvement in Report:

Victim: ☐ Suspect: ☐ Complainant: ☐ Driver: ☐ Passenger: ☐

Witness: ☐ Attorney: ☐ News Agency: ☐

*****Completed by Staff*****

☐ : O.C.G.A. 33-24-53(C) Prohibits the request of reports for examination and prohibits the request of a copy of a report when the request for access to the report is for "commercial solicitation purposes". And further warns that "no person shall knowingly make false statement" in this request form. Any person who violates the above code section shall be guilty of a misdemeanor.

☐ : Open Records Requests for cases pending in Superior, State and Marietta Municipal Court:

The Marietta Police Department will ONLY provide copies of the original incident or accident report for cases that are pending prosecution in Court. Supplement reports, attachments to reports, videos and photographs will NOT be provided and must be obtained through a Motion for Discovery filed with the court of origin.

O.C.G.A. 50-18-72 When public disclosure is not required: disclosure of exempting legal authority.

(a) Public disclosure shall not be required for records that are:

- (1) ☐ : Specifically required by federal statute or regulation to be kept confidential;
- (2) ☐ : Medical or veterinary records and similar files, the disclosure of which would be an invasion of personal privacy;
- (3) ☐ : Except as otherwise provided by law, records compiled for law enforcement or prosecution purposes to the extent that production of such records is reasonably likely to disclose the identity of a confidential source, disclose confidential investigative or prosecution material which would endanger the life or physical safety of any person or persons, or disclose the existence of a confidential surveillance or investigation.
- (4) ☐ : Records of law enforcement, prosecution, or regulatory agencies in any pending investigation or prosecution of criminal or unlawful activity, other than initial police arrest reports and initial incident reports; provided, however, that an investigation or prosecution shall no longer be deemed to be pending when all direction litigation involving such investigation and prosecution has become final or otherwise terminated; and provided, further, that this paragraph shall not apply to records in the possession of an agency that is the subject of the pending investigation or prosecution.

Request Completed by _____ Date: _____

Case(s): _____

Supplied: Initial Report: ☐ ** Full Report: ☐ ** Redacted Report: ☐ ** Arrest Report: ☐

Citation(s): ☐ ** No Report Found: ☐ ** Letter: ☐ ** Certified Copy: ☐

Policing with a Vision

(Report Request Worksheet Amended 10-2-24)