

RILEY COUNTY POLICE DEPARTMENT

To reduce crime and improve the quality of life for the citizens we serve

Please complete this form and return to:
Riley County Police Department
Attn: Records
1001 S. Seth Child Road
Manhattan, Kansas 66502-3115
(785)537-2112 Ext. 0 / Fax: (785)565-6550
records@rileycountypolice.org

NOTE: Seven work days are required for completion of this request.

This form is required for all requests for statistical information. Please describe below the nature of the statistical information desired. Upon approval, requests are prioritized by date of receipt and nature of request. A **\$3.00** fee per request for existing statistical summaries is required. The \$3.00 fee covers processing costs associated with basic research and copy activities. If additional research is required, additional costs may accrue at the rate of **\$20.00 per hour**. Payment in advance is required based upon the Department's estimate of final cost. If the request is denied, the reason for denial will be found below.

Requester's Information:

First Name	Middle Initial	Last Name
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Daytime Phone Number:	E-Mail Address:
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Search Criteria:

Time Frame:

Crimes (specify if any):

Area:

City Only County Only Ogden Only All Jurisdiction

Additional Comments:

Description of desired statistic (be complete & specific):
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Office Use Only/ To Be Completed By RCPD

Received by:		
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Amount Received:		
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Date Received:		
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REQUEST STATUS:

Approved (forward to) _____

Signature of approving authority: _____ Title: _____ Date: _____

Disapproved (Reason(s) denied) _____

Signature of disapproving authority: _____ Title: _____ Date: _____