



BISBEE POLICE DEPARTMENT

1 HIGHWAY 92

BISBEE, ARIZONA 85603

(520) 432-6055

(520) 432-6058 (FAX)

email: cobpolice@bisbeeaz.gov

WEB SITE: www.CITYOFBISBEE.com

PUBLIC RECORDS REQUEST

(A.R.S. Title 39)

TODAY'S DATE _____

DOB: _____

REQUESTED BY _____

MAILING ADDRESS _____

EMAIL _____

City, State, Zip _____

TELEPHONE: _____

COPY *NOTE # OF COPIES

PROCESSING TIMELINE

Due to the volume of requests received, same-day processing may not be feasible. The Bisbee Police Department endeavors to fulfill all completed public records request within 7 to 14 business days from the date of receipt.

DELIVERY OF RECORDS

In accordance with departmental policy, officers are allotted 7 to 14 business days to complete incidents reports. However, cases involving heightened complexity or severity may require additional time.

COURT-ORDERED RESTRICTIONS

Certain records may be withheld from release unless accompanied by a valid court order authorizing disclosure.

DISCRETIONARY REDACTIONS

The Bisbee Police Department reserves the right to restrict or redact information deemed sensitive or confidential, in accordance with applicable laws and departmental policy.

PENDING INVESTIGATIONS

Records pertaining to open or pending cases will not be released until they have been reviewed and/or closed by the Cochise County Attorney's Office.

FEES AND CHARGES

The standard fee is \$0.25 per page. Additional fees may apply for specialized requests or formats. Please consult the Records Clerk for a full schedule of applicable charges.

REQUEST SUBMISSION TIPS

To expedite processing, please provide as much specific information as possible when submitting your records request (e.g., names, dates, case numbers, incident details).

CASE NUMBER(S): _____

(please use other side if needed)

TRAFFIC ACCIDENT

BACKGROUND CHECK

**FEES MAY APPLY*

POLICE REPORT

BODY WORN CAMERA

PHOTOS

OTHER _____

\$46.00 PER VIDEO HOUR

Location of Incident _____

Date and Time of Incident _____ (date is required otherwise requests may take longer to process)

Your Relationship to the report (Victim, Suspect, Driver, Registered Owner etc.) _____

I certify that I will be using the record's) for NON-COMMERCIAL PURPOSES

COMMERCIAL PURPOSES **

REQUESTOR UNDERSTANDS THAT THE DOCUMENTS WILL BE PROVIDED IN A TIMELY MANNER TAKING INTO CONSIDERATION STAFF AND AVAILABILITY. IF A CASE HAS BEEN SUSPENDED AND/OR UNDER INVESTIGATION THE REPORT MAY NOT BE AVAILABLE FOR RELEASE UNTIL CASE HAS BEEN CLOSED BY THE INVESTIGATING OFFICER. I AM AWARE OF THE RESTRAINTS AND PRIVILEGES OF ARIZONA'S PUBLIC RECORDS LAW, A.R.S. § 39-121 et seq.

FOR OFFICIAL USE ONLY

DATE RECEIVED

RECEIVED BY _____

DATE COMPLETED _____

SIGNATURE OF REQUESTOR _____

****COMPLETE AN AFFIDAVIT OF COMMERCIAL PURPOSES if you plan to use the record for commercial purposes.**

DELIVERY OPTIONS

Mail

Email

Call Me When Report is Ready For Pick-Up