

## Fee Schedule

*Section 100.040 of the Junction City Municipal Code allows for the JCPD to impose a charge for copies of records and their associated research time.*

### Copies of Incident/Offense Reports

\$5.00 per case for the first open public record page plus \$1.00 for each additional open public record page.

### Accident Reports

\$8.00 if obtained in person, \$10.00 if purchased through [www.policereports.us](http://www.policereports.us)

### Accident Photos (if taken)

\$25.00 (photos provided on a disk)

### Research Fees

\$15.00/hour , \$7.50 minimum. If researching and fulfilling your request exceeds 15 minutes, we will notify you of an estimated cost at which time, you may terminate the process without incurring a fee. If the estimate exceeds \$50.00, we will require a good faith deposit to continue (Junction City ordinance 100.040(d)). For more info, please consult the Municipal Code online at [https://library.municode.com/ks/junction\\_city](https://library.municode.com/ks/junction_city)

**We accept cash, check, or money orders. We do not accept credit or debit cards. Prepayment of fees is required.**

## Junction City Police Department

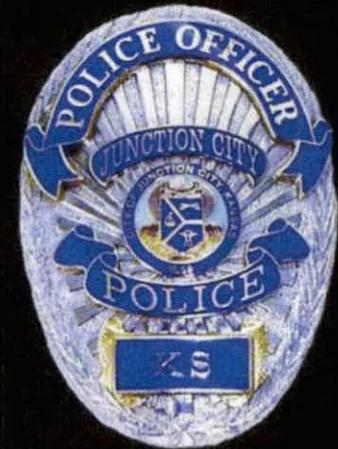
210 E 9th Street  
Junction City, KS 66441  
(785) 762-5912 Phone  
(785) 762-3931 Fax

## Records Custodian

**Sharon Riley**  
*Director of Police Communications*  
(785) 762-5912, Extension 3606  
[Sharon.riley@jcks.com](mailto:Sharon.riley@jcks.com)

**The Records Division is available from 8:00 A.M. to 5:00 P.M., Monday through Friday. We are closed for most Federal holidays.**

# Junction City Police Department



## Records Requests

### How do I get copies of a police report?

To get copies of reports, you will need to submit a written request. For your convenience, we have a standardized request form available. Please be as detailed as possible with your request and include any information that may help us such as names, dates of birth, case numbers, etcetera. You will be asked to provide proof of your identity for us to process your request. (JCPD General Orders M1111.9)

### Where do I send my request?

Send your completed request to us at: 210 E 9th Street; Junction City, KS; 66441.

### How long will it take to receive a response to my request?

Records processes requests in the order they were received. Per the Kansas Open Records Act (KORA) K.S.A. 45-218, we have 72 business hours following the receipt of your request to respond. Within this time frame, you will be notified if your report is available for pick up or if we need additional time to complete your request. Once your request is fulfilled, you will be notified to pick it up or we will mail it to you. We do not release any information on reports over the phone. If you do not pay for or pick up your request within 30 days, we reserve the right to require a new request be submitted. Any previous request will need to be paid for prior to any subsequent searches being initiated. (K.S.A. 45-218)

### Do you release copies of reports involving juveniles?

No. In accordance with section M1111 of the Junction City Police Department's general orders, we do not release records on any juvenile subject under the age of 18.

### Why would my request be delayed or denied?

There are a few instances where we will need additional processing time such as an incomplete request form, low staffing levels or technical difficulties.

If your request is denied it could be that no report exists matching your criteria or the specific report falls under an exemption to KORA.

Some items are protected from disclosure under K.S.A. 45-221 of KORA. Common exceptions include, but are not limited to:

- Criminal investigation records
- Kansas Standard Arrest Reports
- Criminal intelligence information
  - Laboratory reports
- Information that would reveal the identity of an undercover agent or informant
- Records protected by attorney/client privilege
  - Personnel records
- Audio and video recordings not previously played in a public meeting
- Records closed by the rule of evidence
  - Notes and preliminary drafts
  - Medical records

If it is determined that the case associated with your request is still under investigation or is still considered active, we will only authorize the release of portions of the report deemed open to the public.

*For a more detailed explanation of exceptions to KORA, please refer to section K.S.A. 45-221.*

*For further reading on KORA, please visit <https://www.kscpost.org/kora.php>*

### My recruiter, landlord, boss, chain of command, etcetera needs a copy of my arrest or offense report. Can they get that?

They may only obtain what is considered open and public record.

### How do I do a background check on myself, my tenant, my subordinate, my recruit, my soldier, etcetera?

We do not do background checks for individuals or non-law enforcement agencies. To obtain a criminal history report, contact the Kansas Bureau of Investigation at (785) 296-8200 or by visiting them online at [www.accesskansas.org/kbi](http://www.accesskansas.org/kbi)

*To protect and serve with honor and integrity while being committed to a positive relationship with the community.*

