



# Gulfport Police Department

## Records Procedures and Fee Schedule

<b>Traffic Crash Reports</b>	Within the first 60 days, only those who are a party to a crash, their legal representatives, insurance companies, or selected media may obtain a copy of a crash report, and then only after submitting a sworn affidavit. After 60 days, the report may be released if it is not otherwise exempt from disclosure.
<b>Criminal Offense Reports</b>	Reports may be released with certain information redacted. Confidential information, such as names of certain parties, details of active investigations, and descriptions of security and surveillance techniques is exempt from disclosure under the Florida law. In such cases, you may choose to accept an "open case" letter as a less expensive alternative.
<b>Employee Records</b>	Personnel files are maintained by the City's Human Resources Department. The Police Department maintains internal affairs and training files, which may be made available subject to certain restrictions. Active internal affairs cases cannot be released, nor can information that identifies an officer's home address or phone number.
<b>Records Check</b>	Criminal history information is maintained by the Florida Department of Law Enforcement, and local police departments are not permitted to release this information. We can, however, search our databases for Gulfport Police records associated with any name or address. A list of such records may be made available to you.

<b>Fees</b>	<p>Records are normally released in the format in which they are maintained. If you are requesting audio, video, or electronic records, you may be required to provide a media device on which to download the records.</p> <p><u>Printed Records</u> \$0.15 per one-sided page \$0.20 per two-sided page \$1.00 per certified copy</p> <div data-bbox="834 1549 1430 1692" style="border: 1px solid black; padding: 5px; width: fit-content;"><p>Crime victims are entitled to one free copy of their offense report. Other government agencies are exempt from fees.</p></div> <p>Extensive use—any request that requires more than 15 minutes of staff time or extensive use of technology will require payment in advance for actual costs, which can range from \$11 to \$35 per hour.</p>
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To request records, contact the records section at 727-893-1041