



# OVERLAND PARK POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

**NUMBER:** 3100  
**TOPIC:** CRIMINAL HISTORY & REPORT DISSEMINATIONS  
**EFFECTIVE DATE:** 02/28/2024  
**SUPERCEDES:** 11/30/2022

**SIGNATURE:** /s/ Simon Happer  
Chief of Police

**SIGNATURE:** /s/ Eric Houston  
Bureau Commander

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## I. PURPOSE 82.1.1, 82.1.2

This written directive establishes privacy and security precautions for the agency's central records and includes the following:

- Security of, controlling access to, and disposal of agency files (A)
- Accessibility to operations personnel after hours (B)
- Procedures and criteria for the release of agency records (C)
- Establishes guidelines for collecting, disseminating, and retaining juvenile records to include:
  - Methods to distinguish juvenile records (A)
  - Fingerprints, photographs, and other forms of identification (B)
  - Physical security and controlling access to juvenile confidential information. (C)
  - Disposition of juvenile records after reaching adult age (D)
  - Expungement, when ordered by the Court. (E)

It is the Overland Park Police Department's policy to conform to the *Kansas Criminal History Record Information Act* (CHRI) K.S.A. 22-4701, the *Kansas Open Records Act* (KORA), K.S.A. 45-215 et seq, other relevant Kansas and federal law and City Operating Procedure COP 218, and amendments thereto, when disseminating CHRI and police reports.

## II. DEFINITIONS

Arrests in Process - are those arrests without dispositions, which are less than one (1) year old during the diversion period or under active prosecution.

Criminal History Record Information (CHRI) - is all data initiated or collected by the Overland Park Police Department on a person pertaining to a reportable event as defined in the CHRI Act, and includes records of arrests, detention, other formal criminal charges and any dispositions stemming from those charges to include information related to sentencing, correctional supervision, dismissal and decisions to drop charges.

Criminal Justice Agency – is any agency involved in the detection, apprehension, prosecution, correctional supervision, adjudication, and rehabilitation of an offender with an Originating Agency Identifier (ORI). This includes the Federal Government Office of Personnel Management (OPM) as well as their contracted representatives with proper credentials. If there are doubts about the agency's qualifications, obtain its ORI and verify it through the NCIC ORION File.

Convictions - are guilty findings by a judge or jury; a plea of guilty or nolo contendere resulting in a fine, jail sentence, probation or parole, and/or restitution required of the accused. These records are open public records.

Criminal Justice Information System (CJIS) - is the equipment, facilities, procedures, agreements, and personnel used to collect, process, preserve, and disseminate CHRI, K.S.A. 22-4701.

Disposition of an offense – is information related to the prosecution, court, and confinement segments of a criminal prosecution.

Dissemination of Criminal History Record Information (CHRI) - is the release of CHRI to persons or agencies other than the criminal justice agency that originated or maintains the information. Reporting an arrest or disposition to the KBI Central Repository is not considered dissemination. Confirming the existence or non-existence of CHRI to a person requesting a records check is considered dissemination. Dissemination of CHRI by the Central Repository is governed by K.S.A. 22-4707(a) and by article 12 of chapter 10 of the K.A.R.

Diversion - is an agreement entered into by a party and prosecuting attorney whereby a criminal offense is not referred to court, because the subject performs specified actions (such as payment of restitution, fine, community service, counseling) to satisfy the prosecutor's decision not to prosecute.

Dissemination - is the disclosure of CHRI to anyone outside the agency maintaining the information. This does not include the reporting information to the Kansas Bureau of Investigations (KBI) or National Crime Information Center (NCIC). Dissemination must be made in written form.

Expungements - are court-ordered removal of CHRI related to a conviction. Under most circumstances, expunged records cannot be released and are only available to OPPD personnel entitled to access the OPPD records repository, such as Records Unit personnel or others as designated by the Police Legal Advisor (PLA). Conviction information will be maintained within OPPD CHRI expungement files, and can only be released to those agencies or requestors entitled

by law to receive the court expunged information. Examples include the Federal Office of Personnel Management or authorized military background requestors.

Juveniles - are persons 10 or more years of age, but less than 18 years of age. By definition, a person younger than 10 is a child and not a juvenile, generally a Child In Need of Care (CINC).

Kansas Open Records Act (KORA) - controls the dissemination of government agency records. This statute applies to the release of CHRI maintained by the originating agency. Generally, the act holds that certain records are open for inspection and/or release unless otherwise protected by law. KORA also provides some exceptions under which records may be withheld from dissemination. K.S.A. 45-215, et seq.

Non-Conviction Information - is an acquittal, dismissal, completed diversion, or information that a case was not referred for prosecution. Records of arrests without a disposition that are more than one (1) year old and for which prosecution is not actively pending are included.

- This information is open to criminal justice agencies for criminal justice activity or employment.
- It is open to non-criminal justice agencies only by a court order, state statute, executive order, or local ordinance. This documentation must be provided.

### **III. PROCEDURE** 82.1.2, 82.1.6

#### **A. OPPD CRIMINAL HISTORY RECORD INFORMATION (CHRI) PROVISIONS**

The official Custodian of the Records is the Chief of Police. Designated Custodians of the Records are the:

- Support Services Division Commander
- Records Unit Section Manager
- Records Unit Supervisor
- Police Department Public Information Officer (or authorized designee)
- Records Unit personnel
- Intoxilyzer coordinator.

Any requests for review of and/or copies of police reports must be made through a designated custodian. The duties and responsibilities of designated custodians are further outlined in COP 218.

Generally, the Records Unit will operate from 0800 to 1630 hours, Monday through Friday. These hours may be changed as approved by the Chief of Police, or a designee.

Copying charges are set in Resolution No. 3158 and City Operating Procedure COP 218:

- \$2.00 - per Accident Report (Requesters may download accident reports free of charge from the City of Overland Park's website – <https://www3.opkansas.org/city-government/departments/police-department/police-reports/crash-reports/>)
- \$.25 - per page for Incident or Offense Reports.

Additional fees set by COP 218 include:

- \$10.00 – per compact disc or flash drive + Sales Tax
- \$25.00 – per copy of recorded police video footage (i.e. department dash camera or body-worn camera footage).

- Research fees, which are based on the hourly rate of the city employee performing the necessary services.

Per K.S.A. 45-230 (a), and amendments thereto, *“No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in or derived from public records.”*

- Requests for accident statistics and parameter searches will be directed to the Crime Analysis Unit (CAU).
- Records personnel will complete requests for searches by exact name or address.
- Requestors denied inspection or copies of reports are entitled to a written statement providing the reason for the denial.
- Each page of all copies released will bear dissemination advisory so, requestors are informed restrictions and penalties are associated with any misuse of the report copies being provided. The requestor's name and the date of copy will be noted on each page.

Before any dissemination Members will assess and consider the distinction between a person's right to know versus a person's need to know. A *Record Dissemination Chart* is attached in [Attachment A](#) to this policy and should be referenced when making this decision. When any report is disseminated, an auditable notation of that dissemination will be made in the current Departmental Records Management System.

#### B. KANSAS OPEN RECORDS ACT (KORA)

Per the *Kansas Open Records Act* (KORA), K.S.A. 45-215 *et seq*, OPPD has three (3) days to respond to KORA requests. Members will handle these requests promptly. Social Security numbers are not open records and will not be released.

Information on the face sheet is generally considered to be an open record; however, records personnel will not disclose the name, address, location, or other contact information of alleged victims of stalking, domestic violence, or sexual assault. Social Security and driver's license numbers recorded in Department files will never be released as public information.

The Overland Park Police Department does not maintain blotter-type arrest information, which is generally considered an open record. Media inquiries should be referred to the “Community Crime Map” and other similar resources available to the public on the City of Overland Park's website, [opkansas.org](http://opkansas.org). Social Security numbers recorded in Department files will never be released as public information.

K.S.A. 45-218 and K.S.A. 45-219 permits public agencies to charge “reasonable fees” for providing access to or furnishing copies of public records. Fees for research and copying are addressed by COP 218 (see section A above).

For additional direction regarding Open Records issues, see COP 218 and/or consult with the Police Legal Advisor (PLA).

## C. RELEASE OF REPORTS & CHRI

OPPD records are generally considered criminal investigation records, which are an exception to disclosure under the *Kansas Open Records Act*, K.S.A. 45-221(a)(10). Release of criminal investigation records generally requires a court order or business record subpoena. Conviction information is public information however; the Overland Park Police Department is not the central repository for these records.

Requests for conviction information may be made to the KBI, the State Central Repository, or the court system. Dispositions are court records, not Department records. Only records checks for law enforcement agencies, the Federal Government OPM, military recruiters, with a signed release document, and requestors with a court order or subpoena will be processed.

The Overland Park Police Department will not disseminate CHRI or arrest records to private individuals, or those who are not Law Enforcement Officers or Law Enforcement agency employees entitled by law to such records. Private persons requesting CHRI or arrest records checks should be referred to the Kansas Bureau of Investigation.

The *Access Request for CHRI* form [Attachment B](#), must be completed to request a criminal history records check.

All criminal justice agency and Federal Government Office of Personnel Management requests require the agency's ORI, and these agencies will have access to conviction and non-conviction information. Military recruiters with a signed release document will have limited access to arrest records.

Attorneys have the right to review their client's criminal history; however, attorneys must show identification and have a signed release from their client. Records personnel will attach a copy of the release to the request and will only provide OPPD arrest information.

The *Request for Record Inspection/Copy Kansas Open Records Request* [Attachment C](#), form is used to request an inspection or copy of a specific police report. Enough information must be provided to identify the requested report. The information requested in [Attachment C](#) may also be provided electronically through the City of Overland Park's website.

This form is required on requests for arrest reports, crimes against person's offense reports, and searches by exact name and/or address. Search requests must be as specific as possible: name, address, type of report, and period.

Per K.S.A. 45-215 *et seq*, the Department has three (3) business days to acknowledge KORA requests, so members will handle these requests promptly.

If a person is denied access to the requested records, a written explanation for the denial must be provided. Members of the Overland Park Police Department will adhere to exemptions as granted under K.S.A 45-221. Commonly used open records exemptions include K.S.A 45-221(a)(10) for criminal investigations and K.S.A. 45-221(a)(30) for clearly unwarranted invasion of personal privacy.

## D. REPORTS & RECORDS MAINTAINED

### Accident Reports:

- All state accident report forms 850A, 850B, 851, and 852 (if applicable) are open records with driver's license information redacted.
  - Continuations detailing an unknown driver's identification and their statements are open records.
- Continuations and supplements detailing further investigation are investigation records and are not open.

### Offense Reports – Crimes against Property:

- Only the face sheet is an open record.
- All narratives are investigation records and not open.

### Crimes against Persons:

- Only the face sheet is an open record.
  - All of the narrative is an investigation record and not an open record.
  - The victim's address and phone number may not be an open record under the privacy exemption, and any questions regarding this issue will be directed to the PLA.
  - Face sheets of reports are public records, however, personal information related to juvenile victims, juvenile witnesses, reporting parties, and other involved persons must be redacted.
  - Face sheets of reports involving child abuse and sex offenses are open records, however, all victim information must be redacted prior to release.
- K.S.A. 38-2209 and 38-2309 and amendments thereto, prohibit the release of most information regarding children in need of care and juvenile offender cases.

### Arrest Reports - Arrest in Process:

- Facts of an arrest are public record, including date and time of arrest, defendant's name, and charges.
- Reports are only released to the defendant or their attorney.
- Requests for arrests submitted to the District Attorney's Office must be referred to that office for release. (Includes all juvenile arrests, except those filed through Municipal Court).
- Criminal justice agencies have access to arrest files regardless of court jurisdiction.

### Closed Arrest Records:

- Only the face sheet is released to the defendant and only if a challenge is initiated.
- Criminal justice agencies have access to these files.
- They are considered investigation records and are not released to any other requestor.

### Information Reports:

- Face sheet only is an open record. Reports involving juveniles or mentally impaired persons will be protected.
- Any information that could endanger an individual's physical safety will be protected.
- The full report may be released for information reports documenting lost property where little to no investigation occurred with supervisor approval.

## Juvenile Reports: [82.1.2 \(A\)](#)

### Methods to distinguish juvenile records:

- When releasing records to the public, Records personnel will review the report to determine if a juvenile is involved in the incident. If a juvenile is involved, the appropriate redactions will be made.
- Juvenile reports sent to the District Attorney's office are sent via a secure link through the records management system to the District Attorney's review box. Their staff will review cases for juvenile involvement and distribute them to the appropriate internal personnel.
- Juvenile reports released to law enforcement are done in person, by secure cloud share, or via secure fax.
- These records are protected by K.S.A. 38-2209 and 38-2309 and amendments thereto.
- Are generally only released to the presiding judge, Kansas Department for Children and Families (DCF), Prevention and Protection Services (PPS), or a criminal justice agency when necessary to perform official duties.
- Department for Children and Families/Prevention and Protection Services files. K.S.A. 38-2209 and K.S.A. 38-2309 and amendments thereto allow these records to be released only to the presiding judge, the named juvenile or their attorney or guardian, DCF/PPS, or a criminal justice agency when necessary to perform official duties. Requests received by OPPD will be referred to DCF.

### Arrest Cards: (Pre-Intergraph)

Open to the record subject and criminal justice agencies.

### Fingerprints, Photographs, and Other Forms of Identification: [82.1.2\(B\)](#)

- The handling of fingerprints, photographs, and other forms of identification will be handled according to SOP 1140, *Juvenile Contacts, Arrest and Detention*

### Physical Security and Controlling Access to Juvenile Confidential Information: [82.1.2\(C\)](#)

- Juvenile information is secured in the electronic Records Management System (RMS). When a report is printed, the system automatically flags the person's name as "*JUVENILE*."

### Disposition of Juvenile Records after Reaching Adult Age [82.1.2 \(D\)](#)

- Juvenile recorded incidents remain flagged "*JUVENILE*" for the remainder of time it is in RMS.

### Expunged Records: [82.1.2\(E\)](#)

These records are protected under K.S.A. 12-4516 and/or K.S.A. 22-2410, and amendments thereto.

- Are open only to the named person, a criminal justice agency or private detective agency for employment, a court or prosecutor for sentencing and conviction purposes, DCF/PPS, Kansas Lottery or Kansas Gaming Commission for employment, or the Supreme Court or State Board for application of admission to the practice of law, or to other entities for the reasons outlined in these statutes.
- When ordered by the court, Records personnel will expunge the incident out of the RMS. The case file is then stored in a secured room accessible only by Records personnel. Records staff will ensure any mention of the defendant's name is redacted

from the incident and arrest narratives. It is unnecessary to redact names from attachments.

- Monthly Crime Reports are considered open records.

#### E. RECORDS SECURITY [82.1.6](#)

Members of the Overland Park Police Department will follow established City processes for maintaining the security of central records computer systems including:

- Data back-up ([A](#))
- Storage ([B](#))
- Access security ([C](#))
- Password audits, (at least annually) ([D](#))

The only Members authorized to access the main Records Area on a routine basis are Records Unit members and Police Department Captains and above. This same access restriction applies to Records archives rooms.

The Sanders lobby window area is open to any Member but must be secured if no Records Unit Members are present. Records Unit personnel will restrict access to authorized personnel only.

#### F. SUBPOENAS FOR RECORDS

Subpoenas for police records do not require immediate and automatic release of the subpoenaed documents. The PLA has the legal authority to file motions objecting to the subpoena demanding the release of police records when there are statutory prohibitions to the release of the records, such as Child In Need of Care (CINC) Statutes regulating CINC Reports.

Subpoenas for police records will be reviewed by the Records Supervisor, or a designee, to ensure statutory compliance before the release of records. The records supervisor or designee should consult with the PLA if there is any question about the requester's right to the subpoenaed information. Responses to subpoenas are time-sensitive, and efforts will be made by Members to ensure subpoenas are forwarded and resolved as soon as is practical. OPPD Records Division has 14 business days to process and return subpoena requests, according to K.S.A. 60-245.

#### G. MISUSE OF CHRI, PROHIBITED

Submission of each Member's electronic signature as an acknowledgment of receipt and understanding of this policy, also confirms their understanding that any inappropriate dissemination of Criminal History Record Information (CHRI) could result in criminal, civil, and personnel actions.

Federal regulations limit dissemination of all CHRI collected by criminal justice agencies including identifiable descriptions and notations of arrest, detention, release, or other formal criminal charges and any resulting dispositions. Any record containing sufficient data to identify individuals and notations regarding any criminal justice transaction.

CHRI may be disseminated to other criminal justice agencies as necessary for the administration of criminal justice and criminal justice agency employment; however, all dissemination to other agencies or individuals must be authorized by a statute, ordinance, executive order, or court order.

While Members always have a right to CHRI, Members will ensure there is also a need for the CHRI by determining for themselves if all CHRI received is necessary for their work. An example of not having a genuine need for CHRI is a Member requesting CHRI, which they have a legitimate right to, and subsequently distributing the information to a friend not otherwise eligible to receive the CHRI information.

Misuse of CHRI information subjects Members to civil and criminal penalties, a fine not to exceed \$10,000, and will be considered grounds for immediate termination. All disseminations must be recorded with the Records Unit. Dissemination occurs when CHRI is passed to individuals or agencies outside OPPD.

Members may disseminate CHRI to other departments, but these disseminations must be recorded with the Records Unit. Members may discuss an individual's CHRI as long as a written record is not exchanged and dissemination has not occurred; however, any written exchange including report copies, must be recorded with the Records Unit.

If practicable, dissemination of police reports/CHRI should be done during normal business hours through the Records Unit and should only be disseminated to an outside law enforcement agency in exigent circumstances when no Records personnel are on duty.

Employers cannot require applicants to provide CHRI for employment purposes, and Records personnel will not conduct record checks for this purpose. Additionally, all persons requesting their personal CHRI records will be referred to the KBI to obtain that information.

#### H. DISPOSAL OF PHYSICAL & ELECTRONIC MEDIA

When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of following measures established by the Overland Park Police Department.

Physical media (print-outs and other physical media) and electronic media (tape cartridges, CDs, printer ribbons, flash drives, etc.) will be disposed of by placing them in locked shredding bins. An agency-authorized data destruction contractor will come on-site and utilize crosscut shredding. The crosscut shredding will be witnessed by Overland Park Police Department personnel throughout the entire process.

IT systems and/or hard drives that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information and have been identified for replacement, shall be returned to fully vetted City of Overland Park IT personnel. City of Overland Park IT personnel will then degauss hard drives when possible. Hard drives that cannot be degaussed will be physically destroyed utilizing a shredding/grinding service also provided by an agency-authorized data destruction contractor and witnessed by City of Overland Park personnel.

Any employee found to have violated this section of policy may be subject to disciplinary action, up to and including termination.

## I. RELEASE TO LAW ENFORCEMENT, CHILD PROTECTION, PROBATION AND PAROLE

Commissioned police supervisors may release OPPD reports to other law enforcement agencies, DCF/PPS (or out-of-state equivalent), Sunflower House, and Probation and Parole personnel. Before releasing the report(s) the authorizing supervisor will:

- Ensure the report recipient has both a right to know and a need to know before release.
- Complete the RMS dissemination module for each report released.
- Deliver the report(s) via:
  - Personal delivery
  - Secure law enforcement e-mail or cloud share account
  - Agency fax machine known to be in a CJIS secure area
  - A fax machine with communication immediately before the report is faxed.
- Confirm the footer of the report copy bears the supervisor's name.

## J. RELEASE OF BODY AND DASH CAM FOOTAGE

- Every audio or video recording made and retained by OPPD using a body camera or a vehicle camera shall be considered a criminal investigation record as defined in K.S.A. 45-217, and amendments thereto.
- However, any person described below may make a request pursuant to K.S.A. 45-220, to listen to an audio recording or to view a video recording made by a body camera or a vehicle camera. Pursuant to K.S.A. 45-254, OPPD will allow the person to listen to the requested audio recording or to view the requested video recording within 20 days after making the request and may charge a reasonable fee for such services.
  - A person who is a subject of the recording;
  - Any parent or legal guardian of a person under 18 years of age who is a subject of the recording
  - An heir at law, as defined in K.S.A. 45-254(d)(2), when a decedent is a subject of the recording; and
  - An attorney for a person described in this subsection.

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Revision Date: 07/31/2014

Revision Date: 10/19/2016

Revision Date: 02/01/2018

Revision Date: 11/30/2022

Revision Date: 02/28/2024

Reviewed by: Captain Chad Grosserode

### CALEA references:

82.1.1 (A)(B)(C)

82.1.2 (A)(B)(C)(D)(E)

82.1.6 (A)(B)(C)(D)

## RECORD DISSEMINATION

REPORT TYPE REQUESTOR	ARREST REPORTS CLOSED	ARREST REPORTS IN PROCESS	ARREST CHARGES WITH CONVICTION	ARREST CHARGES NON-CONVICTION	ARREST CHARGES ANNULLED EXPUNGED	JUVENILE REPORTS ARREST	ACCIDENT REPORT	OFFENSE REPORTS	INFORMATION REPORTS
LAW ENFORCEMENT	Unlimited Access	Unlimited Access	Unlimited Access	Unlimited Access	No Access *(3)	Unlimited Access	Unlimited Access	Unlimited Access	Unlimited Access
OTHER CRIMINAL JUSTICE AGENCY	Unlimited Access	Unlimited Access	Unlimited Access	Unlimited Access	No Access *(3)	Unlimited Access	Unlimited Access	Unlimited Access	Unlimited Access
SCHOOL DISTRICT	No Access	Limited to Facts	No Access	No Access	No Access	when reasonably necessary to carry out their lawful responsibilities	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
PRIVATE DETECTIVES	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
SECURITY OFFICERS	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
INSURANCE COMPANIES	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
BUSINESS ESTABLISHMENTS	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
CREDIT BUREAUS	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
PRIVATE COMMUNITY MEMBERS	No Access *(1)	Record Subject *(2)	Record Subject	Record Subject	Record Subject	Rec Subj Rel by DA	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
ATTORNEYS	No Access	Record Subject *(2)	Record Subject	No Access	No Access	Rec Sub If Rel by DA	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
NEWS MEDIA	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
MILITARY RECRUITERS	Limited Access *(5)	Limited to Facts	Unlimited Access	Limited Access *(5)	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
EMPLOYERS	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
PARENTS	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)
OTHER GOVERNMENT AGENCIES	No Access	Limited to Facts	No Access	No Access	No Access	No Access	Unlimited Access	Face Sheet *(4)	Face Sheet *(4)

**\*(1) Only If Challenged**

**\*(2) Release by DA if filed through DA's Office**

**\*(3) See SOP for Exceptions**

**\*(4) Charges in Process Only**

**\*(5) Must show credentials and provide a signed release by the involved subject**

**ACCESS REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION  
OVERLAND PARK POLICE DEPARTMENT**

**REQUESTOR:**

Name of Agency: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

**RECORD CHECK REQUEST:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

**AUTHORITY FOR REQUEST:**

A request is being made to:

- ( ) Fulfill my duties as a full-time employee of the requesting criminal justice agency.  
ORI \_\_\_\_\_
- ( ) To review my client's criminal history record. I hereby swear or affirm that I am duly authorized to practice law in the State of \_\_\_\_\_ and have been retained by, or appointed by the court to represent the above record subject, and have written authorization to review the record. **Copy attached.**
- ( ) To implement a statute, ordinance, or executive order, that expressly refers to criminal conduct and contains requirements or eligibility for security clearances allowing access to classified information pursuant to a state or federal statute or executive order. **Give a citation and attach a copy.**
- ( ) Such purpose is authorized by court order or rule. **Attach order or rule.**
- ( ) Other purpose. **Explain.**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason Denied: \_\_\_\_\_

Records Custodian: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUEST FOR RECORD INSPECTION / COPY  
OVERLAND PARK POLICE DEPARTMENT  
Kansas Open Records Request**

**REQUESTOR:**

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**RECORD INSPECTION / COPY REQUEST:**

Date of Incident(s): \_\_\_\_\_ Case Number(s): \_\_\_\_\_

Type of Incident(s): \_\_\_\_\_

Location(s) of Incident(s): \_\_\_\_\_

Name(s) of Involved Person(s): \_\_\_\_\_

Birthdate(s) of Involved Person(s): \_\_\_\_\_

**CHARGES:** A charge for providing copies of public records is authorized by state law (K.S.A. 45-219) and has been established by the City governing body. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. COP 218 sets copy charges.

**DISCLAIMER:** The Kansas Open Records Act (KORA) makes available any PUBLIC records for inspecting, abstracting, or copying. There are exemptions that allow discretionary closure of certain public records, exceptions where disclosure of certain public records is expressly prohibited, and some records have been statutorily declared to not be public records. Some reports may take time to locate and prepare for dissemination. If you do not immediately receive your requested report, it will be delivered to you at a later date. KORA does not necessarily entitle a person to receive full and/or unredacted versions of a report. Requests for full reports may require a subpoena or discovery request. For more information on KORA, please refer to K.S.A. 45-215 - 45-254.

**CERTIFICATION:** I understand that K.S.A. 45-230 provides that except to the extent otherwise authorized, "No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale any property or service to persons listed therein, any list of names and addresses contained in and derived from public records."

I also understand that a violation of K.S.A. 45-230 may lead to the imposition of civil penalties.

I hereby certify that I do not intend to, and will not: (A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed.

SIGNATURE: \_\_\_\_\_

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

## COMPLETED BY RECORDS CUSTODIAN ONLY

Type of Report(s) Given	Number of Reports Given
<input type="checkbox"/> Full Report - no redactions	_____
<input type="checkbox"/> Full Report - with redactions (PII, juvenile, etc.)	_____
<input type="checkbox"/> Public Release (Face Sheet) Only	_____
<input type="checkbox"/> No Report Given (MUST state reason for denial below)	_____
<input type="checkbox"/> No Record Found	_____

If giving a redacted or public release version of a report, select reason(s) per K.S.A. 45-221:

- ☐ disclosure specifically prohibited by federal or state law (1)  
☐ record privileged under the rules of evidence (2)  
☐ record discloses medical, psychiatric, psychological, alcohol, or drug dependency treatment (3)  
☐ personnel record, performance rating, letters of reference/recommendation (4)(6)  
☐ record is testing or examination material (9)  
☐ record is of criminal investigation (10)  
☐ record discloses emergency or security information or procedures of a public agency (12)(53)  
☐ record is correspondence between a public agency and a private individual (14)  
☐ record pertains to employer-employee negotiations (15)  
☐ record is of opinions or proposals not publicly cited in open meetings or agenda (20)  
☐ record was compiled for census or research purposes and pertains to identifiable individuals (24)  
☐ record represents or constitutes work product of an attorney (25)  
☐ record contains correctional records pertaining to an identifiable inmate (29)  
☐ record contains information personal in nature of which public disclosure constitutes clearly unwarranted invasion of privacy (30)  
☐ record reveals address/contact info of persons who may carry concealed handguns, law enforcement officers, or other public officials listed in 45-221 (51)(52)  
☐ record has captured license plate (LP) data or location of automated LP recognition system (55)  
☐ other - please list exception number(s): \_\_\_\_\_

Amount Charged: \$ \_\_\_\_\_

- ☐ paid  
☐ cash  
☐ check  
☐ card or mobile pay  
☐ not paid

Records Custodian: \_\_\_\_\_

Date: \_\_\_\_\_