



## PARADISE VALLEY POLICE GENERAL ORDER

### Internal Records Requests

Order Number

**82.4**

Date

**01-24-17**

#### 82.4 Internal Records Requests

- A. *Employees* requesting information by telephone *shall* identify themselves by name and identification number and, when possible, provide a phone number for call back verification.
- B. *Employees* requesting records for a non-official purpose *shall* make a public records request and pay the appropriate fee. These records *shall* be redacted as provided in the public record policy.

