

# HORRY COUNTY POLICE DEPARTMENT

*Dedicated to Providing Comprehensive, Quality Law Enforcement*

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2560 North Main Street, Suite 7, Conway, SC 29526 – Tel: 843-915-5350 – Fax: 843-381-0938

## FREEDOM OF INFORMATION ACT REQUEST FORM

**Date of Request:** \_\_\_\_\_

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

**Street Address:** \_\_\_\_\_

**City: State: Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Information Requested** (Please be as specific as possible): *Police report requests require the date, location, names of the parties involved, and a brief description of the incident.*

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***STATISTICS, DATA, OR OTHER REQUESTS THAT REQUIRE RESEARCH MAY RESULT IN A CHARGE OF \$25 PER HOUR FOR THE WORK NECESSARY TO COMPILE THAT INFORMATION.  
COPIES: B&W \$0.15 EACH/COLOR \$0.35 EACH. AUDIO CD \$10/VIDEO DVD \$15 EA.  
CASH OR MONEY ORDER ONLY-NO PERSONAL CHECKS ACCEPTED!***

| <b>FOR OFFICE USE ONLY</b> |                      |                   |
|----------------------------|----------------------|-------------------|
| Assigned On:               | No. of B&W Copies:   | Fee (\$0.15 ea.)  |
| Assigned To:               | No. of Color Copies: | Fee (\$0.35 ea.)  |
| Response Due:              | No. of Labor Hours:  | Fee (\$25.00 ea.) |
| Completed On:              | Method of Pymt:      | Total Fee:        |

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## INFORMATION AND INSTRUCTION

*S.C. Code of Laws, Section 30-4-30(b), 1976, as amended provides:* “The public body may establish and collect fees not to exceed the actual cost of searching for or making copies of records....Documents may be furnished when appropriate without charge or at a reduced charge where the agency determines that waiver or reduction of the fee is [primarily] in the public interest....”The custodian of the public records may charge a reasonable hourly rate for making records available to the public and may require a reasonable deposit of these costs before searching for or making copies of the records.

In general, South Carolina Freedom of Information Act requests are for documents Horry County Government has in its possession. Please be aware that not all information is subject to disclosure. Information of a personal nature (social security numbers, driver's license numbers, etc...), information regarding juveniles (18 years and younger), information concerning medical matters, and other specific information may be redacted. When completing the request, it is VERY important to be as SPECIFIC as possible. Your request may be delayed if you are not clear about what you are looking for.

### INFORMATION REQUESTED:

When requesting reports, you will need the following: date, time, location, name(s) of those involved, and a brief description of what the incident was (example: an intruder). Any additional information you may be able to provide regarding the incident is always helpful.

Horry County Police Incident Reports and Record Checks: We can only provide reports and/or records concerning Horry County Police. If the incident did not occur within the unincorporated sections of Horry County, you will need to contact the municipal police department in that location.

Please be aware that the Horry County Police do not conduct traffic accident investigations. If you need a traffic accident report you will have to contact the South Carolina Highway Patrol (843-365-5001) or the municipal law enforcement agency at the accident location.

For 911 Tapes and/or Computer Aided Dispatch (CAD) Reports: If you need a copy of a 911 call or a CAD Report, you will need to fill out a 911 Request form which is available on-line at [www.horrycounty.org](http://www.horrycounty.org).

Miscellaneous Information: When you submit a Freedom of Information Act (FOIA) Request, you may receive a response from our office stating that we have received your request and are processing it. Under South Carolina law we have fifteen (15) business days to respond to your request. Please be advised that this does not necessarily mean we will have the items requested within 15 days, simply that we must communicate to you the status of your request. Although we may not be able to guarantee a specific date of completion, we will process your request as quickly as possible.