



ALPINE POLICE DEPARTMENT

100 CHURCH STREET
ALPINE, NEW JERSEY 07620-1112

SUBJECT: PUBLIC ACCESS TO GOVERNMENT RECORDS

Members of the public are hereby advised that the provisions of the New Jersey Public Records Act, N.J.S.A. 47:1A-1, et seq., allow for public access to government records, but contain various exceptions listed below.

Members of the public who are requesting copies must complete the 'Request for Public Records' form which can be obtained in the reception area of this office. The form must be delivered in person, by mail, or by fax to

OPRA Records
Alpine Police Department
Chief Matthew Kent
100 Church Street, POB 1112
Alpine, New Jersey 07620-1112

The state provides for a right to appeal any denial or failure to provide access to a government record. A person who is denied to a government record by the custodian of the record, at the option of the requestor, may:

- ✓ Institute a proceeding to challenge the custodian's decision by filing an action in the Superior Court which shall be heard in the vicinage where it is filed by a Superior Court Judge who has been designated to hear such cases because of that judge's knowledge and expertise in matters relating to access to government records or
- ✓ In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c.404(C47:1A-7).

The right to institute any proceeding under this section shall be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The public agency shall have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

EXCEPTION TO PUBLIC GOVERNMENT RECORDS

Privileged or Protected Category	Authority
Autopsy Reports	N.J.S.A. 47:1A-1.1, et seq.
Child abuse or sex assault victim name or address	N.J.S.A. 2A:2A:82-46b
Court Records sealed	Executive Order 69
Computer security information	N.J.S.A. 47:1A-1.1, et seq.
Criminal investigatory records	N.J.S.A. 47:1A-1.1, et seq.
Credit Card Numbers	N.J.S.A. 47:1A-1.1, et seq.
Grand Jury Testimony, information	Court Rule 3:6-7
Grievance information with public employer	N.J.S.A. 47:1A-1.1, et seq.
Domestic Violence data	N.J.S.A. 2C:25-33
Drivers' License Numbers	N.J.S.A. 47:1A-1.1, et seq.
DYFS Information	N.J.S.A. 9:6-8.10
Electronic Surveillance Materials	N.J.S.A. 2A:156A-19
Emergency or security information or procedures	N.J.S.A. 47:1A-1.1, et seq.
Employee Sexual Harassment Complaints	N.J.S.A. 47:1A-1.1, et seq.
Fingerprint Cards	Executive Order 69
Inter-agency or intra agency advisory communications	N.J.S.A. 47:1A-1.1, et seq.
Juvenile Records	N.J.S.A. 2A:4A-60
Labor Negotiation Information, strategy or positions	N.J.S.A. 47:1A-1.1, et seq.
Medical Examiner Photographs	N.J.S.A. 47:1A-1.1, et seq.
Otherwise inappropriate material	Executive Order 69
Pension or Personnel Records	N.J.S.A. 47:1A-1.1, et seq.
Photographs	N.J.S.A. 47:1A-1.1, et seq.;
	Exec Order 69
Pre-Sentence Investigations	State v. DeGeorge, 113 NJ Super.542 (App. Div. 1971)
Public Agency Insurance Communications	N.J.S.A. 47:1A-1.1, et seq.
Safety of Persons or Public	N.J.S.A. 47:1A-1.1, et seq.;
	Exec Order 69
Security Measures and Surveillance Techniques	N.J.S.A. 47:1A-1.1, et seq
Social Security Numbers	N.J.S.A. 47:1A-1.1, et seq
Unlisted Telephone Numbers	N.J.S.A. 47:1A-1.1, et seq
Victim Locations (Domestic Violence)	N.J.S.A. 2C:25-26c
Victim Records	N.J.S.A. 47:1A-1.1, et seq
Record has been destroyed/not retained pursuant to:	Records Retention and Disposition Schedule (NJ Dept of State, Div of Archive Mgnt)

ALPINE POLICE DEPARTMENT
100 Church Street
Alpine, New Jersey 07620

REQUEST FOR PUBLIC RECORDS
(N.J.S.A. 47:1A-1, et seq.)

A request for Public Records must be submitted to the above address, on this form which has been adopted by the Chief of Police as the Custodian of Records. If your request is approved, it will take some time to compile the records and make the copies requested, but they will normally be available within seven business days pursuant to statute. If a document or copy which has been requested is not a public record pursuant to statute or if it can not be provided within seven business days, you will be provided with a response with that information within the seven business days. Fees for copying public records are established by statute as follows: letter sized pages and smaller, \$0.05 per page; legal sized pages and larger, \$0.07 per page; electronic records free of charge (email & fax); actual cost for another medium (computer disc, CD-ROM, DVD).

The terms "public record" and "government record" in New Jersey do not include:

- Criminal investigatory records
- Victim's records
- Inter-agency or intra agency advisory, consultative, or deliberative material
- Emergency or security information or procedures for buildings or facilities
- Administrative or technical information regarding computer hardware, software and networks which, if disclosed, would jeopardize computer security
- Information regarding labor-management negotiations including statements of strategy or negotiating position
- Pension and personnel records in possession of this office

Print Clearly

Name: _____

Address: _____

Telephone: _____

Information Requested:

This completed form, when signed by an authorized employee of the Alpine Police Department shall act as an acknowledgement of your request for access to records.

Applicant's Signature

Alpine Police Department

Date: _____

Date: _____