WESTFIELD POLICE DEPARTMENT
REQUEST FOR RELEASE OF PROPERTY / EVIDENCE

DATE OF REQUEST: ____/____/____ CASE#: _____

TIME OF REQUEST: _____

NOTICE:
EVIDENCE MUST BE ACCOMPANIED BY COURT DOCUMENTATION AUTHORIZING RELEASE.
PROPERTY MUST BE ACCOMPANIED BY PROOF OF OWNERSHIP OR AUTHORIZATION BY A WPD REPRESENTATIVE.

ITEM(S) REQUESTED:

_____ PHOTOS*
_____ VIDEO TAPE*
_____ AUDIO TAPE*
_____ LAB REPORT*
_____ OTHER: _____

* ALL ITEMS WILL BE A "COPY" REPRESENTATION OF THE ORIGINAL

REQUESTED BY:

NAME: _____
COMPANY/AGENCY: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
DAYTIME PHONE: _____
REASON FOR REQUEST: _____

* REQUESTED ITEMS MAY BE PICKED UP AT THE WESTFIELD POLICE DEPARTMENT M-F, 8A-4P.

INCIDENT INFORMATION:

INCIDENT DATE: _____
INCIDENT TIME: _____
OFFICER(S) INVOLVED: _____
INCIDENT LOCATION: _____
INCIDENT TYPE: _____

DATE NEEDED BY: ____/____/____ * REQUIRED - MUST HAVE A VALID CALENDAR DATE - NO "ASAP"

TIME NEEDED BY: _____

REQUEST TAKEN BY: _____

EVIDENCE SPECIALIST USE ONLY:

REQUEST COMPLETED: _____ YES _____ NO * IF NO, STATE REASON IN NOTES BELOW

REQUEST COMPLETED BY: _____

DATE COMPLETED: _____

TIME COMPLETED: _____

DATE/TIME REQUESTOR NOTIFIED OF STATUS: _____

LOCATION OF WHERE PROPERTY WAS LEFT FOR PICK-UP: _____

NOTES: _____

ATTEMPTS TO CONTACT REQUESTOR: _____

PICKED UP BY:

PRINTED NAME: _____ DATE: _____

SIGNATURE: _____ TIME: _____

* ATTACH COPY OF PHOTO I.D. TO COMPLETED FORM AND FILE A COPY WITH CASE REPORT

REV. 06/03 MWF WPD

ORIGINAL - CASE FILE **COPY** - PROPERTY ROOM **COPY** - EVIDENCE SPECIALIST