



Scott McClure  
Police Chief

# Ocean Ridge Police Department

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[www.oceanridgeflorida.com](http://www.oceanridgeflorida.com)

## Public Records Request

Today's Date: \_\_\_\_\_

CAD #/Case #: \_\_\_\_\_ Type of Incident if applicable: \_\_\_\_\_

Report/Incident Date: \_\_\_\_\_ Location: \_\_\_\_\_

Officer(s): \_\_\_\_\_ Person(s) Involved: \_\_\_\_\_

Record/s Being Requested: \_\_\_\_\_

Brief synopsis of events (only if CAD/Case # is unknown): \_\_\_\_\_

**REQUESTER: How does requester want to be contacted to retrieve record/s:**

Phone #: \_\_\_\_\_ when record is available. Name: \_\_\_\_\_

Email: \_\_\_\_\_ record when it is available

I will call ORPD at a later date to check the status of record.

## OFFICE USE ONLY:

A Search of our records has produced the following result:

Record is available; copies of these records will be provided upon request and payment of \$ \_\_\_\_\_ to Town Hall, Monday – Friday, or through our website [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com) via Point and Pay.

This case is an open, on-going investigation; therefore, exempt from the public record law at this time; you may submit another request at a later date.

No Record Found

This case was turned over to another agency for investigation; your request should be directed to: \_\_\_\_\_

\_\_\_\_\_  
Jessica Simpson  
Records Manager

**FOR OFFICE USE ONLY:** Date payment received: \_\_\_\_\_ Payment received by: \_\_\_\_\_  
PRR # or Name: \_\_\_\_\_ (Issued by Records Manager)