

**PROCEDURES FOR REQUESTING COMPUTER REPORTS FROM THE  
LEXINGTON DIVISION OF POLICE**

**Analysis Request Form**

***Return this completed form to the address or fax number below.***

**ADDRESS:** LEXINGTON DIVISION OF POLICE

**ATTN:** Planning & Analysis Unit  
150 East Main Street  
Lexington, KY 40507

**Phone: 859-258-3650**

**Fax: 859-425-2272**

**TIME:** Unless otherwise advised, requested computer reports will be completed in 3-5 working days after this request is received. All fees must be recieved prior to information being released.

**COST:** Established by KRS 61.874 Charges are based on the time it takes for the computer to complete the printed report, as well as an increment to recover the cost of acquiring the data. All police information is stored on our computer main-frame and a computer report is generated from this data.

**PAPER** ..... \$ .10 per page

**POSTAGE** ..... \$ per mailing

Requests requiring the creation of a new computer query or extensive programming will incur the following charges:

**Computer run time** ..... \$25.00 per hour

**Computer programming** ..... \$36.00 per hour (**Note: Collision data is 15 minutes minimum**)

**PLEASE PRINT OR TYPE**

**INDIVIDUAL REQUESTING DATA:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**REQUESTED INFORMATION:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If you spoke with an analyst about this request, please enter the analyst's name here: \_\_\_\_\_

**PLEASE SELECT A TIME PERIOD FOR YOUR REPORT:**

\_\_\_\_\_ 30 days; \_\_\_\_\_ last 3 months; \_\_\_\_\_ last 6 months; \_\_\_\_\_ last 9 months; \_\_\_\_\_ one year

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The records will be available for your inspection for thirty days. If the records are not inspected within the allowed thirty days, they will be returned to the filing system and the matter will be considered closed.**

It shall be unlawful for a person to obtain a document for a: 1. Commercial purpose without stating the purpose if required to do so; 2. Commercial purpose if the person uses the record for a different commercial purpose; or 3. Non-commercial purpose if the person allows the use of the document for a commercial purpose. See KRS 61.874 (5) - A person who violates KRS 61.874 (5) shall be liable for damages in the amount of three (3) times the amount that would have been charged for the documents, plus costs and attorney's fees.