

HOW TO OBTAIN A POLICE REPORT

PDCS-8100j

Under the Freedom of Information Law (FOIL), you may request a copy of your police report from the Suffolk County Police Department. If you did not receive a police report at the time of your incident, there are a number of ways for you to apply for police reports under FOIL. The following information provides guidelines and detailed explanations:

Obtaining Crash Reports from Buycrash.com	
ONLINE Crash Reports Only	<p>The Suffolk County Police Department has entered into a partnership with Buycrash.com to provide crash reports online for purchase 7 days after a crash occurs.</p> <p>To purchase a crash report (<i>except for fatal crashes and those under investigation</i>), go to Buycrash.com.</p> <p>For detailed steps on locating and purchasing a crash report, click on FAQ's.</p>

Obtaining Police Reports from Central Records Section											
<p>All FOIL Police Reports requested from the Central Records Section, regardless of how the request was initiated, will be forwarded to the requestor by U.S. Postal Service mail.</p> <p>Records obtained from Central Records will require a FOIL fee of \$.25 per page plus postage. A bill will be enclosed with your report.</p>											
1. ONLINE Non- Crash	<p>Requests for reports, other than Crash reports, can be submitted via the Internet by going to our website at www.suffolkpd.org and clicking on the "Request A Report" icon on the homepage.</p>										
2. BY MAIL All Reports	<p>If you have internet access, you may download our form, Application for Public Access to Records, via our website at: www.suffolkpd.org.</p> <p>Click on Forms and Reports; Under Central Records Forms & Requests, click on FOIL PDCS-5414. This form can be completed online; however, it cannot be saved or submitted electronically - <u>it must be printed and mailed to the SCPD Central Records Section.</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Your request should include the following information:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">A. Your Name and Address</td> <td style="width: 50%;">D. Name of Complainant</td> </tr> <tr> <td>B. Date of Incident or Crash</td> <td>E. Central Complaint Number, if known</td> </tr> <tr> <td>C. Location of Incident or Crash</td> <td>F. Type of Incident</td> </tr> <tr> <td colspan="2" style="text-align: center;">*G. If Crash, Name(s) of Vehicle Operator(s)</td> </tr> </table> </td> </tr> </table> <p>* NOTE: Crash reports (certified copies): In order to avoid additional postage costs, you may enclose a check or money order made payable to the Suffolk County Police Department in the amount of \$1.00. In the event that there are additional fees associated with your request, a bill will be enclosed with your report. It will take approximately 3-4 weeks to receive your certified copy.</p>	<p>Mail your request & include a SELF ADDRESSED STAMPED ENVELOPE to:</p> <p style="text-align: center;">Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705</p>	<p>Your request should include the following information:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">A. Your Name and Address</td> <td style="width: 50%;">D. Name of Complainant</td> </tr> <tr> <td>B. Date of Incident or Crash</td> <td>E. Central Complaint Number, if known</td> </tr> <tr> <td>C. Location of Incident or Crash</td> <td>F. Type of Incident</td> </tr> <tr> <td colspan="2" style="text-align: center;">*G. If Crash, Name(s) of Vehicle Operator(s)</td> </tr> </table>	A. Your Name and Address	D. Name of Complainant	B. Date of Incident or Crash	E. Central Complaint Number, if known	C. Location of Incident or Crash	F. Type of Incident	*G. If Crash, Name(s) of Vehicle Operator(s)	
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3. IN PERSON All Reports	<p>Requests may be completed and dropped off at the business counter of Central Records, Monday through Friday 9 a.m. to 3:45 p.m. Requests are not processed at the counter– they will be returned via U.S. mail - as soon as possible (<i>with the exception of Crash Reports and non-criminal Field Reports (PDCS-1053), which are provided at the counter</i>).</p> <p>Requests for Crash Reports (certified copies) for crashes that occurred during the past 18 months are available to be picked up at Central Records, Monday through Friday, 9am - 3:45 pm. Please allow 7-10 business days from the date of the crash for the report to reach Central Records.</p>										
DIRECTIONS TO SUFFOLK COUNTY POLICE DEPARTMENT HEADQUARTERS BUILDING, CENTRAL RECORDS SECTION											
FROM	EASTBOUND: Exit 67 (CR 21 -Yaphank Ave.) Right turn on Yaphank Ave. (CR 21) -South ½ mile, first right turn after railroad crossing bridge.										
L.I.E.:	WESTBOUND: Exit 67 (CR 21 -Yaphank Ave.) Left turn at traffic light at Yaphank Ave. (CR 21) South ½ mile, first right turn after railroad crossing bridge.										
FROM	EASTBOUND: Rt. 27 to Horseblock Rd. Exit 57N. ¼ mile to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.										
SUNRISE HIGHWAY:	WESTBOUND: Rt. 27 to Horseblock Rd exit. Left on Service Rd. to Stop Sign. Right on Horseblock Rd. A short distance to Yaphank Ave. (CR 21) North 1 ½ miles to Headquarters.										

FOR INFORMATION ONLY: (631) 852-6015

Print: PO Name (Last, First, M/I)

Shield No.

Command No.

Date

Central Complaint #



ACCREDITED LAW ENFORCEMENT AGENCY
 Visit Us Online at www.suffolkpd.org
 Crime Stoppers Confidential Tip Hotline **1-800-220-TIPS**
 Online Submission of Anonymous Tips – www.tipsubmit.com
 Text Tips: Text SCPD Plus Message To: **CRIMES (274637)**
 Non-Emergencies Requiring Police Response - **(631) 852-COPS**



COMO OBTENER UN REPORTE POLICIAL

PDCS-8100j

Bajo la Ley de Libertad de Información (FOIL), usted puede solicitar una copia de su reporte del Departamento de Policía del Condado de Suffolk. Si usted no recibió un reporte policial cuando ocurrió el incidente, hay un número de maneras que usted puede solicitar informes bajo FOIL. La siguiente información provee directrices y explicaciones detalladas:

Obteniendo Reportes de Choque en Buycrash.com

EN LÍNEA	El Departamento de Policía del Condado de Suffolk ha establecido una asociación con Buycrash.com para proporcionar informes de choque por Internet 7 días después del choque.
Solo informes de choque	Para comprar un informe del accidente (<i>excepto en accidentes fatales y los que están investigados</i>) entra al sitio de web, Buycrash.com .
	Para obtener información detallada sobre la localización y compra de un informe de accidente haga clic en FAQ's .

Obteniendo Reportes Policiales de la Sección de Central Records

Todos Reportes policiales FOIL solicitados de la Sección de Central Records Section, independiente de cómo se inició la solicitud, se remitirán al solicitante por correo de U.S. Postal Service.

Informes obtenidos de Central Records requerirán un cargo FOIL de \$.25 por página más envío. Una factura será incluida con su reporte.

1. EN LÍNEA No choque	La solicitud, aparte de los informes de choque , puede ser sometida por Internet yendo a nuestra página en la red, www.suffolkpd.org y haciendo clic en el icono " Request A Report " en la página principal.	
2. POR CORREO Todos Informes	Si usted tiene acceso a el Internet, puede descargar el formulario, Application for Public Access to Records , por nuestra página en la red www.suffolkpd.org . Haga clic en Forms and Reports ; Bajo Central Records Forms & Requests, haga clic en FOIL PDCS-5414 . Este formulario puede ser completado en línea; sin embargo, no puede ser guardado ni presentado electrónicamente – debe ser impreso y enviado por correo a la sección de Central Records.	
	Envíe su solicitud e incluya un SOBRE CON ESTAMPILLA a: Suffolk County Police Department Central Records Section 30 Yaphank Avenue Yaphank, NY 11980-9705	Su solicitud debe incluir la siguiente información: A. Su Nombre Y Dirección D. Nombre del Reclamante B. Fecha del Incidente o Choque E. Numero Central Complaint, si se conoce C. Sitio del Incidente o Choque F. Tipo de Incidente *G. Para Choque, Nombre (s) de Conductor (es) de Vehículo
	* NOTA: Reportes de Choque (copias certificadas): Para evitar gastos de envío adicionales, puede incluir un cheque o giro postal a nombre de Suffolk County Police Department, en la cantidad de \$ 1.00. En el caso de que existan cargos adicionales asociados con su solicitud, una factura se incluirá con su informe. Tomará aproximadamente 3-4 semanas para recibir una copia certificada.	
3. EN PERSONA Todos Informes	Solicitudes pueden ser completadas y entregadas en el contador de Central Records, Lunes a Viernes 9 a.m. to 3:45 p.m. Solicitudes no son procesadas en el contador – serán devueltas por correo – tan pronto como sea posible (con la excepción de informes de choque e informes no criminales (PDCS-1053) que están proporcionado al mostrador). Solicitudes para reportes de choque (copias certificadas) para choques que ocurrieron en los últimos 18 meses serán disponibles para ser recogidas en Central Records, Lunes a Viernes 9 a.m. to 3:45 p.m. Por favor espere 7-10 días hábiles desde la fecha del choque para que el informe llegue a Central Records.	

DIRECCIONES AL CUARTEL GENERAL DEL DEPARTAMENTO DE POLICIA DEL CONDADO SE SUFFOLK, SECCIÓN DE CENTRAL RECORDS

DEL L.I.E.	DESDE EL ESTE: Tome la salida 67 (CR 21 -Yaphank Ave.) Derecha en Yaphank Ave. (CR 21). Sur ½ milla, primera derecha después del puente de villas de tren. Dirección es 30 Yaphank Ave., Yaphank NY 11980.
	DESDE EL OESTE: Salida 67 (CR 21 -Yaphank Ave.) Izquierda en el semáforo en Yaphank Ave. (CR 21). Sur ½ milla, primera derecha después del puente de las villas del tren. Dirección es 30 Yaphank Ave., Yaphank NY 11980.
DEL SUNRISE HIGHWAY:	DESDE EL ESTE: Tome Rta. 27 a Horseblock Rd. Salida 57N. ¼ milla a 30 Yaphank Ave. (CR 21) Norte 1 milla y ½ a 30 Yaphank Ave.
	WESTBOUND: Tome Rta. 27 a la salida de Horseblock Rd. Izquierda en Service Rd. hasta el Stop Sign. Derecha en Horseblock Rd. Vía hacia la derecha y en poca distancia doble en Yaphank Ave. (CR 21) hacia el Norte 1 milla y ½ a 30 Yaphank Ave., Yaphank NY 11980.

FOR INFORMATION ONLY: (631) 852-6015

Print: PO Name (Last, First, M/I) Shield No. Command No. Date Central Complaint #



AGENCIA POLICIAL ACCREDITADA
 Visítenos en la red www.suffolkpd.org
 Crime Stoppers Tip Hotline Confidencial **1-800-220-TIPS**
 Mandé Informe Anónimamente Por La Red – www.tipsubmit.com
 Informes por text: Text SCPD Plus Message To: **CRIMES (274637)**

Incidentes que no son emergencia pero requieren respuesta policial - (631) 852-COPS

