## **Knoxville Police Department Crime Analysis Citizens Request Form**

Report must be completely filled out. Cash, a check, money order or cashiers check in the amount of \$10.00, payable to the Knoxville Police Department must accompany your request. Reports will be completed in 3-5 working days after receipt of the CAU Request Form. Knoxville Police Department's internal analysis demands take priority over requests received from outside entities.



Knoxville Police Department P.O. Box 3610 Knoxville, TN 37927 Phone: 865-215-7240 Fax: 865-215-7567

http://www.cityofknoxville.org/kpd/

Information	Crime Analysis Data/Report Descriptions
Use of Requested Information  Business Personal Other  What will report be used for?	Calls for Service  Calls for Service Reports extract information from calls received at the 911 center. These reports include: date, time, type of call and disposition.  Enter Address
Date Requested:  How to Contact You  Name:	Reported Crime  Reported Crime Reports extract information from Police Department Crime Reports. These reports include: report date & time, crime type and report number.  Enter Address
Agency:  Street Address:  City, State, Zip:  E-mail:  Fax: Phone:  Best Way to Send Report to You  E-mail Fax Mail	Date Range  From Date:  To Date:  Remarks:

## Information Disclaimer

- 1. The Custodian of Records of Calls for Service data is the Knoxville/Knox County Emergency 911 Center. The Knoxville Police Department Crime Analysis Unit utilizes data downloaded from the Knoxville/Knox County Emergency 911 database and cannot validate the accuracy of calls for service data.
- 2. Knoxville Police Report data used for Crime Analysis Reports may be changed upon further investigation or when audited.
- 3. Knoxville Police Department reports are not made on every citizen's call for service. Police calls do not always require criminal investigation or a police report. Many are service calls for police assistance and do not involve a reportable crime.
- 4. Knoxville Police Department police reports may be obtained from the Knoxville Police Department's Records Bureau. Police Report requests may be made at the Records Counter located in the main lobby of the Police Department at 800 Howard Baker Jr. Ave, Knoxville.

## **Internal Use Only - Records**

Date Received	Received by	Payment

## **Internal Use Only - CAU**

Handled By	Hours	Date