



City of Seattle

Seattle Police Department

06/13/2024

Rose Terse
MuckRock News, DEPT MR164475 263 Huntington Ave
Boston, MA 02115

RE: Public Disclosure Request#: P184580-060324

Dear Rose Terse,

This communication is in response to your public disclosure request received on June 03, 2024. The Seattle Police Department has records ready to be released pending payment. A message was sent in GovQA but we received a message stating the message did not go through.

SPD strongly encourages online payments.

To pay online, please follow these steps:

- Navigate to the Public Records Request Center.
- Select 'My Records Request Center'.
- Select 'View My Requests'. You may be asked to login.
- Find this request: P184580-060324.
- Select the 'View Invoices' button.
 - Opens a pop-up window showing your invoice: INV24-P184580-1.
 - Click on the invoice and then the 'Pay Now' button.
 - Continue processing your payment.
 - Select 'Done'.
- Once the payment process is done, you are returned to the Public Records Request Center.
- After your payment is successful you will receive an email from our payments center.

After we receive your payment through the Police Records Request Center Secure Payments, the Public Disclosure Unit will release your records within one to two business days and send you a notice with instructions on how to download the records.

The records responsive to your request is the staff roster for 5/31/24.

The final fee for this request is: \$1.25. Attached is an invoice with the fee details.

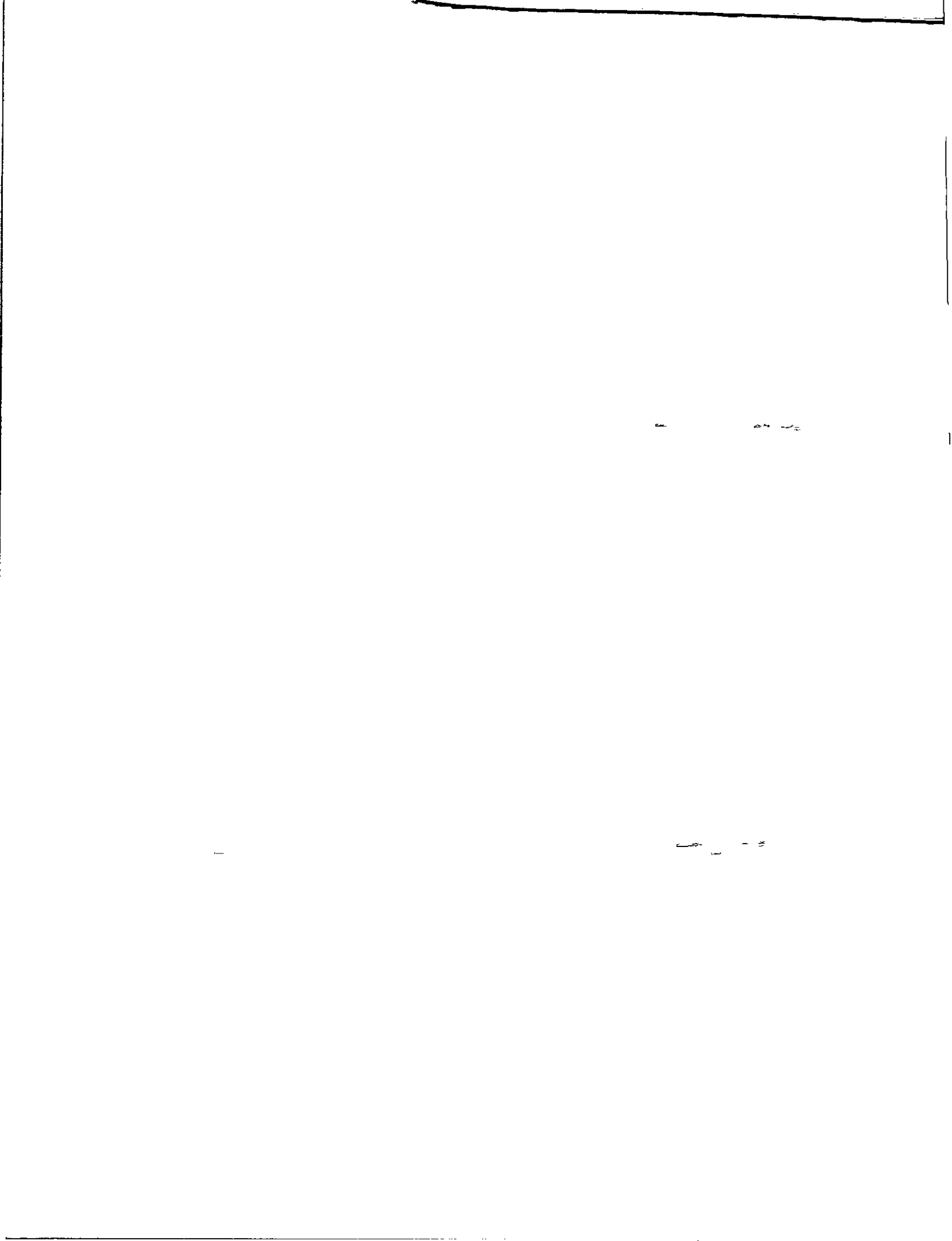
Please mail or deliver your check or cash to:
Seattle Police Department
610 Fifth Avenue
P.O. Box 34986
Seattle, WA 98124-4986

After we receive your payment in the mail, the Public Disclosure Unit will mail your records to the address given. If you have any questions, you may send a message using the Police Records Request Center or call the Public Disclosure Desk at 206-684-5481.

Seattle Police Department, 610 Fifth Avenue, PO Box 34986, Seattle, WA 98124-4986

An equal employment opportunity, affirmative action employer.

Accommodations for people with disabilities provided upon request. Call (206) 233-7203 at least two weeks in advance.





Remit To:

Seattle Police Department
 Attn: Public Disclosure Unit
 PO Box 34986
 Seattle, WA 98124-4986

I Invoice Summary

Invoice No: INV24-P184580-1
 Request Reference Number: P184580-060324
 Invoice Date: 6/13/2024
 Due Date: 7/13/2024
 Status: Open
 Balance Due: \$1.25

Bill To:

Rose Terse
 MuckRock News, DEPT MR164475 263 Huntington Ave
 Boston, MA 02115

Category	Description	Details	Cost	Unit	Add Overhead	Total Quantity	Quantity Waived	Quantity Charged	Total
Online Delivery	b. Under 1 Gigabyte	Online delivery of files under 1 Gigabyte with a \$.02 minimum charge	\$0.02	Flat Fee	<input type="checkbox"/>	1.00	0.00	1.00	\$0.02
Online Delivery	d. Copy/Attach PDR	Staff time to copy/attach a request at \$.41 per minute with a two-minute minimum	\$0.41	Per Quantity	<input type="checkbox"/>	2.00	0.00	2.00	\$0.82
Online Delivery	e. Staff Time to Change Access to "Customer"	Staff time to release records to Customer at \$.41 per minute for each increment of 25 attachments.	\$0.41	Per Quantity	<input type="checkbox"/>	1.00	0.00	1.00	\$0.41

Comments:

The record responsive to your request is the staff roster for 5/31/24. This concludes SPD's response to your request and this PDR is closed.

Totals:

Total: \$1.25
 Payments: \$0.00
 Balance Due: \$1.25



Sincerely,

Kaitlin Muench
Seattle Police Department
Legal Unit

As a reminder you can login at the Police Records Request Center where you can access Police online information, manage your profile, submit record requests, track your request status, receive and send messages, make payments, view frequently asked questions, and download your records.

<http://www.seattle.gov/seattle-police-department/records-request-center>

