

Thomas D. Garoffolo
Chief of Police



Sam Myers
Assistant Chief of Police

**Lebanon Police Department
201 East Main Street
Lebanon, IN 46052**

February 1, 2006

Stuart Showalter
Post Office Box 374
Lebanon, Indiana 46052

Mr. Showalter-

Pursuant to your letter of 26 January 2006 in regards to a request under I.C. 5-14-3 for information regarding Lebanon Police Department case number 01LPD13037:

1. The envelope of your letter did not indicate it was an official public records request; therefore it was placed into the mailbox of our Public Information Officer, who did not open the letter until January 31, 2006. We consider the seven days for a reply to your request will have begun on that date. In the future, any other such requests should be clearly marked as a "public records request" to insure prompt attention. You may also submit them in person during normal business hours.
2. The only materials still maintained by this department in regards to this incident is a case report (copy enclosed). The videotape that was received during the investigation was either: 1. Forwarded to the Boone County Prosecutors Office or 2. Retained by this agency but destroyed after a reasonable period of time, as is the standard procedure in all minor cases that have been closed/inactive for several years. The Boone County Prosecutors Office said likewise that any paperwork or evidence relating to this incident had been disposed as no charges were filed.

Cordially,

A handwritten signature in black ink, appearing to read "T. D. Garoffolo".

Thomas D. Garoffolo
Chief of Police

Cc:file, Prosecutors Office

TDG:btw