

# Communications & Records Division

The Communications and Records Division is under the supervision of [Lt. Eric Anthony](#). The division consists of a records unit with a Sergeant and three clerks, and a communications unit with one Sergeant, one Officer, five full time Communication Officers and six part time Communications Officers.

## Press Releases

The Mount Olive Police have designated [Sgt Marianne Wurtemberg](#) as the department's Public Information Officer. [Press releases](#) are typically prepared daily Monday through Friday.

## Reports

Reports may be picked up at the Mount Olive Police Records Bureau. Reports can be picked up from 9:00 AM to 4:00 PM Monday through Friday. Please allow five working days for reports to be processed.

Police Reports - All appropriate forms can be found below.

- Phone - (973) 691-0900 x #7530
- Records [at] mopd.org (Email)
- Records Fax Line - 973-691-3243

## Traffic Crash Reports

Crash reports can be downloaded via [crashdocs.org](http://crashdocs.org).

Please allow 5 to 7 business days for reports to be completed.

No information will be released prior to the completion of the officer's report.

To obtain an accident report, contact the Records Division at 973-691-0900 ext. #7530 or visit [crashdocs.org](http://crashdocs.org).

Crash report may be picked up in person (9am - 4pm) or sent via fax or email.

## Discovery Requests (Attorneys Only)

Requests for discovery may be mailed to the Mount Olive Police Records Division, PO Box 450, Budd Lake, NJ 07828 or faxed to 973-691-3243.

For court dates and representation notices, please contact the Mount Olive Twp Municipal Court Telephone: (973) 691-0900 Ext. 7242, 7243.

### **Requests for Police Records**

Reports may be picked up in person during normal business hours. To use this form you must be directly involved in the case. Individuals requesting reports must show a government issued ID to confirm their identity.

- [Discovery Request Form](#)

### **OPRA Request**

This form is to request a "Government Record", which is a record that has been made, maintained, or kept on file in the course of official business, or that has been received in the course of official business. This form may be faxed, emailed, or dropped off in person.

- [OPRA Request Form](#)

*For all other Non-Police related OPRA requests please use the [Township Clerk's OPRA Form](#).*

### **Background Checks**

Individuals who require a background check can fill out the Privacy Waiver and submit it to the Police Records window Monday-Friday 9:00 AM to 4:00 PM. Identification is required. There is a \$10.00 fee for this service.

- [Privacy Waiver](#)

*Please Note - This is an In House records check only and can only be requested for yourself. This check is commonly used to obtain a letter of good conduct. This form is not for a criminal history, criminal histories are obtained directly through the [New Jersey State Police](#).*

### **Business Emergency Contact Forms**

If you would like to update your emergency contact info, please fill out and return your updated form to us. The form can be mailed, faxed, or records [at] mopd.org (emailed).

- [Police Emergency Contact Form](#)