

OFFICE OF THE MAYOR
Rae Carole Armstrong
Mayor

POLICE DEPARTMENT
Larry L. Massey, Jr.
Chief of Police



CITY COUNCIL
Dr. Robert A. Levy
President
Rico Petrocelli
President Pro Tem
Jerry Fadgen
Diane Veltri Bendekovic
Sharon Moody Uria

Memo to: All Attorneys and Public Defenders

Subject: Intoxilyzer Inspection Documents

When requesting Intoxilyzer inspection documents, please provide us with the following information:

1. Defendant's name
2. Intoxilyzer instrument serial number
3. Date of Arrest
4. A completed request for or a letter requesting inspection documents
5. There is a fee of \$5.00, which must be paid by check or money order payable to the City of Plantation (no cash submitted by mail)
6. A self-addressed envelope for returning the requested documents by mail, or you will need to pick them up at the Plantation Police Department, 451 N.W. 70 Terrace, Plantation, FL 33317

The documents will consist of the following:

1. Intoxilyzer registration
2. Intoxilyzer annual inspection
3. Intoxilyzer monthly inspections both before and after the date of arrest
4. Intoxilyzer running log of the defendant's arrest

If there are any other documents that you require, please be specific in your request.

Please send all requests to:

Plantation Police Department
Attn: Records Custodian
451 N.W. 70 Terrace
Plantation, FL 33317

39-PPD-623 (03/07)



Since
1998

Plantation Police Department
451 NW 70th Terrace, Plantation, FL 33317
T: 954.797.2100 • F: 954.797.2777
www.psd.plantation.org



Since
1999

Memo to: All Attorneys and Public Defenders

Subject: Intoxilyzer Inspection Documents

Please type or clearly print the following information:

Defendant's name _____

Intoxilyzer serial number _____

Date of Arrest _____

Please list any special request _____

By receipt of these inspection documents, I hereby acknowledge my intention to participate in the Discovery Process and to be bound by the Rule of Reciprocal Discovery pursuant to Rule 3.220(D).

Additionally, I acknowledge that my formal demand for Discovery may not be made until and unless charges are filed in this cause.

Attorney's signature _____

Attorney's name _____