

# Records

The Hubbard Police Records division is comprised of a single employee that doubles as the Administrative Assistant for the Chief and the Department. The Records Division is open to the public during normal office hours. Like our City Office, the Records Department is closed during holidays. You may reach the Records Department by calling the business phone number for the Police Station.

The Records Department is responsible for maintaining and filing all incoming police reports and paperwork in accordance to our state's retention and record laws. Our Records employee also assists the officers and the public by responding to public record requests, entering data on tickets, providing copies of reports to other agencies, and working with the county District Attorney's office to make sure we are providing full and accurate information to them.

To learn how to get a copy of a police report, please visit our "[How Do I?](#)" section.