



POLICE REPORT REQUEST

Date: _____

Requestor name: _____ Name of person on report: _____

Home address: _____

Email address: _____ Main phone number: _____

* The police report number (if available): _____

Date and description of incident: _____

Does the incident involve a juvenile? (not yet reached the age of 18) ___ Yes ___ No

COMPLETED POLICE REPORT REQUEST FORMS ARE TO BE EMAILED TO: LREDDICK@UMASSD.EDU or YOU MAY DROP THE COMPLETED FORM OFF AT POLICE DISPATCH FOR FOWARDING TO RECORDS.

* Report may **not** be released due to pending or ongoing investigation. M.G.L.c4s7(26)(f)(1992ed)

Below are just three of the Public Records Law Exemptions, which may or may not affect the release of the requested report(s) to you. If release is denied, you will be informed as to the reason.

Exemption A - Statutory Exemption - provides a basis for withholding from disclosure those documents which are: specifically or by necessary implication exempted from disclosure by statute.

Exemption C - Privacy Exemption - is the most frequently involved exemption. The language of the exemption limits its application to: *personnel & medical files or information: also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy.*

Exemption F - Investigatory and Prosecutor's Exemption- provides a basis for withholding: *investigatory materials necessarily compiled out of the public view by law enforcement or other investigatory officials the disclosure of which materials would probably so prejudice the possibility of effect law enforcement that such disclosure would operate in derogation, and not in support, of the public interest. - Avoidance of premature disclosure of the Commonwealth's case prior to trial.*

.....**OFFICE USE ONLY**.....

TO BE COMPLETED IF REQUEST NEEDS APPROVAL:

Chief of Police ___ Record Request Approved ___ Record Request Denied

Chief of Police Signature: _____ Date: _____

Was requestor provided with a copy of report(s): Yes ___ No ___

If not provided with a hard copy, was the requestor permitted to view a copy of the report(s) while at the station?

___ Yes ___ No

Date report(s) were provided to requestor: _____ Provided by: _____