



JOHN J. THOMAS  
CHIEF OF POLICE

"A STATE ACCREDITED POLICE AGENCY"

## Request For Police Reports

Name			
Company Requesting Report			
Mailing Address	City/Town	State	Zipcode
Telephone			
Type of Incident	Incident Number	Date of Incident	

**POLICY:**

It shall be the policy of the Truro Police Department to furnish copies of written reports upon request as allowed by law.

**PROCEDURE**

1. All requests for copies of written reports shall be in writing to the Records Officer.
2. A fee of \$5.00 shall accompany said request and payment must be made by **check** and payable to the **Town of Truro**
3. All requests involving family disputes covered under MGL c.209A shall be exempt from the \$5.00 fee.
4. No report shall be released unless approved by the Chief of Police or his designee.
5. In the event of criminal charges pending, reports will not be released until the case has been disposed of in court.

This policy is to be used in conjunction with all relevant existing department policies, procedures, rules, regulations, and statute laws.

Officer/Telecommunicator Receiving Request

Date and Time