



READING POLICE DEPARTMENT OFFICE OF THE CHIEF

James W. Cormier
Chief of Police

15 Union Street, Reading, Massachusetts 01867
Emergency Only: 911 All Other Calls: 781-944-1212 Fax: 781-944-2893
E-Mail: JCormier@ci.reading.ma.us

Request for a Police Report

Date of Request: _____

Requestor Information:

Name: _____ Tel. Number: (____) _____

Address: _____ Email: _____

City: _____ State: _____ Zip Code: _____

Requested Report Information (please complete as much as possible):

Date of Report / Incident: _____ Incident Number: _____

Type of Incident: _____

Name of Involved Party: _____

Location of incident: _____

Fees:

- Domestic Violence Reports – Free to Victims\$ Free
- Motor Vehicle Accident Report – \$5.00\$ _____
(up to six pages, \$0.50 for each additional page)
- Crime, Incident or Miscellaneous Reports\$ _____
(\$0.50 per page; \$1.00 per page if mailed)
- Audio Tapes/Video Tapes/CD/DVD - \$25.00.....\$ _____
- Preparation fee (search, redaction, copying, postage, etc.) – fees vary.....\$ _____

Pursuant to MGL. CH. 66 SEC. 10, the Reading Police Department reserves the right to impose fees for time needed to search for records, review and remove sensitive information that is not available to the public.

Once your request is submitted, the department has 10 calendar days to provide the record(s) or issue a written denial of the request. If the estimated cost of providing the record exceeds \$10, we will provide you with a good faith estimate of charges and require payment in advance of creating the record(s).

Estimated Cost: \$ _____ Date completed: _____

Actual Cost: \$ _____ Received: \$ _____

I have received the requested records: _____ Date: _____ Log entry #: _____

Denial of Request for Police Report

In regards to request for Incident Report #: _____

_____ The information requested cannot be released because: _____

Or

_____ Certain information contained in this report has been redacted because:

_____ It contains Criminal Offender Record Information (CORI) protected by statute MGL Ch. 6 Sec. 172, exemption (a) of the Massachusetts Public Records Law

_____ Privacy exemption (c) of the Massachusetts Public Records Law

_____ The Investigatory exemption (f) of the Massachusetts Public Records Law

_____ Other exemption, explain: _____

Reviewing Officer: _____ Date: _____

Upon denial of a records request, the requestor has the right to seek redress through the administrative process provided by the Supervisor of Public Records within the Office of the Secretary of State. Telephone # (617) 727-2832.