ROCHESTER POLICE DEPARTMENT

29 Dexter Lane – P.O. Box 9
Rochester, MA 02770

Robert F. Small **Office 508-763-5112**
Chief of Police **Fax 508-763-5893**

ROCHESTER POLICE DEPARTMENT PUBLIC RECORDS REQUEST

Requests for public records may be oral, written, in person or by mail. A requestor need not identify himself/herself (unless requesting that the reports be mailed to you). All requests will receive a response within ten business days. When possible, we will provide a copy in electronic format (PDF) and send it to you via email.

Any person denied a public record may seek redress through the administrative process provided by the Office of the Supervisor of Public Records. 950 CMR 32.08 (2).

Reports will not be released until the investigation has been completed, the report filed, typed, and reviewed by a supervisor. This generally takes a minimum of four days.

In some cases, the department may charge you a fee for certain record requests. If there will be a fee charged, you will receive a written estimate first.

The following **optional** information is requested to assist in finding your requested information.

DATE OF REQUEST: _____

NAME OF PERSON REQUESTING REPORT: _____

STREET: _____CITY/TOWN: _____

STATE: _____ ZIP CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____
(Records requests will be provided to you by email to expedite response time to your request and save travel to the station)

TYPE OF REPORT REQUESTED:
_____ M/V ACCIDENT REPORT
_____ INCIDENT REPORT
_____ OTHER
_____ VIDEO RECORDING

NAME(S) OF SUBJECTS INVOLVED: _____

DATE OF ACCIDENT/INCIDENT: _____ TIME: _____

INCIDENT NUMBER: _____

LOCATION: _____

Form revised 5/2/17

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