



Public Safety & Service  
 50 College Street  
 South Hadley, MA 01075



### Request for Copy of Police Report

Name of Requestor: \_\_\_\_\_

\*can only be victim/involved participant in report

Report Number (if known) \_\_\_\_\_

If not known, Date/Time of Incident \_\_\_\_\_

Type of Incident: \_\_\_\_\_

#### Return of Report:

\_\_\_\_ Contact me to pick up at dispatch (phone \_\_\_\_\_)

\_\_\_\_ Mail to me:

\_\_\_\_\_  
 \_\_\_\_\_

The Public Safety & Service department will only release reports to the victim or involved party or their insurance company in a campus motor vehicle accident, larceny, or other damage or loss of property. The Director of Public Safety is the only agent authorized to release reports. The Director has the authority to deny requests for reports due to incomplete reports, ongoing investigations or to preserve the confidentiality of other parties involved in certain reports. Generally, medical incidents, criminal incidents involving assaults and other non-property incidents are not released. The requesting party will be contacted using the information provided above when cases cannot be released.

I acknowledge I have read the above and acknowledge that all information listed above is accurate and that I am the person named above. I understand that providing false information to the Department of Public Safety may result in penalties including referral to Deans, referral to the CSA, or criminal charges.

\_\_\_\_\_  
 Signature of Requestor

\_\_\_\_\_  
 Date

Office use only

\_\_\_\_ Request Granted    \_\_\_\_ Request Denied

\_\_\_\_\_  
 Director of Public Safety & Service