



**Campus Police Department
Hampshire, Mount Holyoke and Smith Colleges**

**893 West Street
Amherst, MA 01002
(413) 559-5424**

**50 College Street
South Hadley MA 01075
(413) 538-2304**

**126 West Street
Northampton MA 01063
(413) 585-2490**

Request for Copy of Police Report

Name of Requestor: _____

** can only be victim/involved party listed 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 at this address: _____

The Campus Police 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 Chief of Campus Police is the only agent authorized to release reports.

- The Chief 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 Campus Police 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 Signature of Chief of Campus Police