



## **INCIDENT REPORT REQUEST**



According to the policy of this Department, all incident report requests are subject to a review procedure before being released and may not be immediately available. In accordance with Massachusetts General Law Chapter 66 Section 10 Framingham State University Police Department has ten (10) days to comply with requests for copies of public records. With regards to the "Clery Act" Clery offence based" crime logs that are older than sixty days shall be available for inspection within two (2) business days of a request. This department will process the requested report(s) as soon as possible.

It is our goal to provide the public with access to information legally defined as public, while maintaining the confidentiality of information exempted by law. Therefore, if approved, the report you receive may have some information redacted.

Incident report requests will be accepted and released Monday – Friday 8:00am to 3:00pm unless special arrangements are made. Requests will be processed in the order in which they are received.

**To help us identify and prepare the information you are requesting, please complete this form:**

**PLEASE PRINT**

**DATE OF REQUEST:** \_\_\_\_\_

**NAME OF PERSON REQUESTING REPORT:** \_\_\_\_\_

\_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**NAME AND ADDRESS OF PERSON INVOLVED  
(IF DIFFERENT FROM THE ABOVE NAME):** \_\_\_\_\_

\_\_\_\_\_

**DATE OF INCIDENT:** \_\_\_\_\_

**INCIDENT/ACCIDENT NUMBER:** \_\_\_\_\_  
**(IF KNOWN)**

**TYPE OF REPORT REQUESTED:** \_\_\_\_\_

**REQUESTORS SIGNATURE:** \_\_\_\_\_

