



Georgetown Police Department

47 Central Street
Georgetown, MA 01833
(978) 352-5700

Donald C. Cudmore
Chief of Police



REQUEST FOR COPIES OF POLICE REPORTS

A request for a public record may be made orally (in person only) or it may be in writing. Completion of the form provided below will expedite the process and allow for the record(s) request to be accomplished more efficiently. There are three (3) types of reports available for public release:

1. **Dispatch Log Entry** - A record of a dispatched call for general police services
2. **Officer Narrative** - A record involving an incident that requires an officer to submit a narrative
3. **Accident/Crash Report** - Copies of a M/V Crash Report will not be released until all operators involved in the accident have filed their own report and have notified their insurance company pursuant to ***M.G.L. Chapter 90 Section 26***. Once this statutory requirement is met a Crash Report can be released.

Requests by mail will require the form be completed along with a self-addressed, stamped envelope including the appropriate fee and the report will be prepared and mailed to you within five (5) days of the receipt of the form.

FEES:

- * All copies of reports are \$1.00 per page. (this fee includes the copy, printout and the labor);
- * Copies of Operator Crash Exchange Reports are available at no charge;
- * All M/V Crash Report reports are \$5.00.

***** Only a check or money order made payable to **The Town of Georgetown** will be accepted. No cash will be accepted at the Police Department. Should you need to pay by cash you will have to inquire with the Treasurer's Office as to the method and proof of payment available. *****

****** No reports will be released until payment has been made in full ******

Note: Specific statutory exceptions to the release of public records have been created by the Massachusetts Legislature. These exemptions are many and will be examined on a case by case basis. Criminal Complaints and Arrest Reports will not be released without the written consent of the Essex County District Attorney's Office. Public records that are released may include sensitive information that will be redacted pursuant to Massachusetts General Law. Any questions regarding the release of public record information can be forwarded to the Secretary of the Commonwealth of Massachusetts at (617) 727-2832.