



**TRURO POLICE DEPARTMENT**  
344 ROUTE 6, PO Box 995  
TRURO, MA 02666  
508-487-8730  
FAX 508-487-8736



## Request for Police Report

Name			
Company Requesting Report			
Mailing Address	City/Town	State	ZipCode
Telephone			
Type of Incident	Incident Number	Date of Incident	
Comments			

**POLICY:**

**It shall be the policy of the Truro Police Department to furnish copies of written reports upon request as allowed by law.**

**PROCEDURE:**

1. All requests for copies of written reports shall be in writing to the Records Officer.
2. No report shall be released unless approved by the Chief of Police or his designee.
3. In the event of criminal charges pending, reports will not be released until the case has been disposed of in court.

This policy is to be used in conjunction with all relevant existing department policies, procedures, rules, regulations, and statute laws.

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Officer/Telecommunicator Receiving Request

Date and Time