

TOWN OF BOURNE POLICE DEPARTMENT



BRANDON M. ESIP
CHIEF OF POLICE

POLICE RECORDS DEPARTMENT
35 Armory Road, Buzzards Bay, Massachusetts, 02532
PHONE: (508) 759-4420 EXT 8010
FAX: (508) 759-0603
EMAIL: POLICERECORDS@TOWNOFBOURNE.COM

REQUEST FOR PUBLIC RECORDS

EMAIL REQUESTS TO POLICERECORDS@TOWNOFBOURNE.COM

DATE OF REQUEST: _____

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NAME: _____	PHONE NUMBER: _____
BUSINESS NAME: _____	
MAILING ADDRESS: _____	
CITY: _____	STATE: _____ ZIP CODE: _____
EMAIL ADDRESS: _____ <i>Required if requesting reports by eMail</i>	

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TYPE OF REPORT REQUESTED:			
<input type="checkbox"/> Accident Report	<input type="checkbox"/> Arrest Report	<input type="checkbox"/> Dispatch Call	<input type="checkbox"/> Incident Report <i>Theft, Larceny, Vandalism, etc.</i>
<input type="checkbox"/> Other: _____			
DATE/TIME OF INCIDENT: _____			
LOCATION OF INCIDENT: _____			
DELIVERY/CORRESPONDENCE METHOD (How would you like reports and other communication about this request sent?):			
<input type="checkbox"/> E-mail Address Listed Above <small>Please make sure @TOWNOFBOURNE.COM is NOT blocked by your SPAM filter</small>	<input type="checkbox"/> In-Person Pickup at BPD	<input type="checkbox"/> Mailing Address Listed Above <small>Postage & Handling of \$1.00 (or actual cost if more)</small>	
ONLY SELECT ONE OPTION. IF BOTH ARE SELECTED, YOU WILL ONLY RECEIVE YOUR REPORTS VIA E-MAIL			

All requests for reports will responded to within ten (10) business days of receipt of the request with an estimate of costs for the requested information, if applicable.

PLEASE SEE REVERSE OF FORM FOR MORE INFORMATION ABOUT ACCESSING PUBLIC RECORDS
All requests are processed in compliance with the Public Records Law.

If determined that a fee is applicable to your request, reports will not be provided until payment is received.
Cash and Check are the only acceptable forms of payment. Checks must be made payable to the **Town of Bourne.**

OFFICE USE ONLY - DO NOT COMPLETE BELOW THIS LINE

Request Received By: _____

Signature: _____

Date Request Rcvd: _____

Total Payment Rcvd: _____

Cash Check CK #: _____

Report Number(s): _____

OIC Authorizing Release if DV: _____

- Report Mailed/E-Mailed
- Request Denied
- Response Mailed/E-Mailed
- Report Left in Dispatch Awaiting Payment
- Estimate Provided to Requestor Awaiting Payment
- More Information Needed
- Report Provided In Person

Date Sent: _____

Date Sent: _____

Cash Amount: _____

Pickup Date: _____

Amount Rcvd: _____

Date Sent: _____

Amount Rcvd: _____

Date Sent: _____

Date: _____

Frequently Asked Questions

1. What are some examples of information or reports that may not be considered Public Records?

The following are examples of information or reports that we are either prohibited by Massachusetts General Law from releasing OR the information is exempt from public disclosure:

*Any information related to domestic violence, criminal harassment, or sexual related crimes
Abuse Prevention Orders (209A) and Harassment Prevention Order (258E)
Some information concerning juveniles (under 18 years old) and juvenile delinquency cases;
Most open law enforcement investigations - such as cases under investigation or in the court process;
Witness information
Social Security, bank account, driver's license numbers and other personal identifying information such as home phone numbers, personal e-mail addresses, etc.
Criminal Offender Record Information (CORI)
Personal medical information
Registry of Motor Vehicle information
Names of Firearms Licensees/Applicants*

2. When will I receive my requested record?

The department is allowed 10-business days to respond to a request. The first day is considered the first business day after receipt of the request. If the request is received after business hours, the first day does not begin until the next business day. If the record can be provided, and does not require payment, your record will be provided in that time frame. If there is a cost for the record(s) or further information is needed, you will receive communication from the department within that 10-business day time period. Complex requests may require more time to respond; however, you will still be notified of the extended period within the 10-business days.

3. How can I submit a request to the department?

Requests are accepted in-person, via First-Class Mail, via e-mail, and over the phone. E-mail is the preferred method to assist with an expedited response.

4. What is a "business day"?

A "business day" is generally defined as Monday through Friday. Days not considered business days are Saturdays, Sundays, legal holidays, or other weekdays where a record custodian's office is closed unexpectedly.

5. Is there a cost for me to receive my report?

Most reports are provided free of charge. In cases involving complex requests, or where more than 2 hours of research are needed, a fee may be assessed. If there will be a cost, you will be provided with an estimate within the 10-business day time period described above.

6. What kind of information may be redacted from a report?

The police department strictly follows the Massachusetts Public Records Law and when possible, attempts to release reports in their entirety. There are occasions when a report may be exempt by Massachusetts General Law from public disclosure. There are also various exemptions to the Public Records Law that allow information to be redacted for specific purposes. In the case of any redaction, you will be informed of the reason for the redaction in your response letter.

7. Where can I find out more information about the Public Records Law?

Massachusetts Public Records Law and applicable exemptions can be found on the Massachusetts Secretary of State website: <https://www.sec.state.ma.us/pre/preidx.htm> or <https://www.mass.gov/info-details/massachusetts-law-about-freedom-of-information-and-public-records>

8. How will I receive my requested report?

We will provide your report in the manner you request (e-mail or physical hard copy). Be aware that if you request a physical hard copy, you may have to pay the photocopy or printing costs. If you request the digital reports on a CD, you may have to pay the cost of the media to store the reports. Additionally, if you request your report be mailed, you may need to pay the cost of the postage.

9. What if you do not have the document I am requesting?

Public records law does not require the department to create new documents. You will be notified if the department does not have the document in its possession or if the department is aware of another agency that may have that document. The department is not required to create new documents that it does not already possess. If you request specific statistics that are not already part of some other report already in possession of the department, the department would not be required to perform that analysis. You may be entitled to the reports that would contain the data needed to identify the statistics; however, there may be costs associated with the request.