



# ASSUMPTION COLLEGE

## REQUEST FOR COPY OF INCIDENT REPORT

### STUDENT/REQUESTOR:

- You may receive a copy of an incident report if the report relates to you and if the Director of Public Safety, in his sole discretion, approves the release of the report.
- Completely fill out this form and return to Campus Police, Kennedy Memorial Hall.
- Allow two (2) weeks to process your request.
- If your case is pending in court, a copy of the report can only be requested through the District Attorney's Office or other governmental agency, i.e. Immigration and Naturalization Services.
- A \$5.00 processing fee, payable to Assumption College, must be submitted if request is from a lawyer or insurance company.

### PLEASE PRINT

Today's date: \_\_\_\_\_

Student/Requestor's Name: \_\_\_\_\_

Name of involved/insured: \_\_\_\_\_

Mailing address: \_\_\_\_\_

*Unless specifically requested not to, all requests will be mailed to the requestor.*

Phone Number: C) \_\_\_\_\_ H) \_\_\_\_\_ Campus) \_\_\_\_\_

Incident/Accident Date: \_\_\_\_\_

Reason for report request: \_\_\_\_\_

Requestor's signature: \_\_\_\_\_

### DISPATCH:

Ask the student/requestor for ID as only the party involved or authorized agency can request a copy of a report.

Forward all requests to the Director of Public Safety for approval.

Only the Director of Public Safety can issue the distribution of incident reports to the public.

#### ***Assumption College Police use only:***

Dispatcher/Officer initials who rec'd request: \_\_\_\_\_ Date request rec'd: \_\_\_\_\_

Released by Director: \_\_\_\_\_ Date report released: \_\_\_\_\_

Fee rec'd by third party: \_\_\_\_\_

Comments: \_\_\_\_\_