



# FROSTBURG CITY POLICE DEPARTMENT

37 BROADWAY, FROSTBURG, MD 21532 • 301-689-3000 (P) 301-687-0642 (F)

## Request for Police Report

Requests for Police Reports are processed pursuant to the Maryland Public Information Act, which provides the City of Frostburg with a reasonable time (no more than thirty days) to process requests. Md. Code Ann., Gen. Prov. § 4-203.

**Request Process.** Requests are submitted to the Office of the Chief of Police for processing. While many government records are open, police reports often contain sensitive or private information, which legally must be (or may be) denied for release. *See, e.g.,* Md. Code Ann., Gen. Prov. §§ 4-328, 4-351. Below are some examples of reasons for denial.

- **Required Denials.** The following requests will be denied pursuant to Maryland Law:
  - Reports involving certain juvenile activity (including for parents—court order required)
  - Medical information, including Emergency Evaluations
- **Discretionary Denials.** The following requests may be denied by Maryland Law:
  - Open and active police investigations
  - Material that would constitute an unwarranted invasion of privacy
  - Matters in which the Requestor is not a Person in Interest

**Costs.** There is no cost for a non-business/commercial request for a report of less than twelve (12) pages, provided the review/redaction takes less than two (2) hours and there is no legal review involved (“Simple Reports”). Most requests are for Simple Reports. The Requestor is responsible for paying for personnel time for requests that take more than two (2) hours, as well as City expenses and legal review. In the event fees or expenses are anticipated, an estimate will be provided in advance.

**For requests other than for Simple Reports, we recommend consulting with the Office of the Chief of Police prior to requesting a report.** *This often avoids a general denial and gets you the information you want faster and more efficiently.*

**PURSUANT TO THE MARYLAND PUBLIC INFORMATION ACT, I AM REQUESTING THE FOLLOWING POLICE REPORT(S):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**REQUESTOR INFORMATION:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Check One:**  Notify Requestor by Phone **or**  E-Mail the Report

**For Administrative Use Only**

Received by City on: \_\_\_\_\_

Disposition Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_