



Dalton Police Department

462 Main St
Dalton, MA 01226
413-684-0300 • 413-684-6108 FAX
Deanna L. Strout • Chief of Police



Public Information Request

Date of Request: _____

Phone Number: _____ Email: _____ @ _____

Requesting party's information (optional) but we will need a way to communicate with the requesting party and a way to distribute information.

Name: _____

Address, City & State: _____

Type of document requested: (Dates, names, locations, types of documents requesting are helpful to records officer)

Department Use Only:

_____ Date received

_____ Response Date and response:
Within 5 business days if it will take more than 10 business days or more than a \$10 fee

_____ Release Date / Method:
Within 10 days from date of request or 25 days from date of request as long as requester was notified within 5 days it would take longer than 10 days.

Approved: (Supervisor Initials) **Redactions:** Y / N **Charge:** \$ _____ Prior notification required

ID Records Included:

ID reason for redaction and documents being withheld:

Request denied _____ Supervisor Initials



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Reason or Denial / Redaction continued:

ID of records not in possession, ID of records to be redacted/withheld, list specific exemptions.
Applicability of exemptions

Notice of right to appeal: Anyone denied access to public records has the right of appeal to the Supervisor of Records. A records custodian must comply with a request for records within ten (10) calendar days. If a custodian fails to respond within ten (10) days, a requester may file an appeal, so long as the appeal is filed within ninety (90) calendar days of the request. If a response has been provided a requester may appeal within ninety (90) days of the response. To petition an appeal, you must send the Supervisor of Records copies of the following: The written request; The written response, if any; and a brief letter detailing the reason for the appeal. You may mail, fax, or email your appeal. Public Records: 617-727-2832 Fax: 617-727-5914 Email: pre@sec.state.ma.us Commissions: 617-727-2836 Fax: 617-727-5914 Email: comm@sec.state.ma.us

Allowable Exemptions Include:

- A. Specifically or by necessary implication exempt from disclosure by statute
 1. CORI (Criminal Offender Record Information)
 2. All reports of rape and sexual assault or attempts to commit such offenses, all reports of abuse perpetrated by family or household members, as defined in section 1 of chapter 209A, and all communications between police officers and victims of such offenses or abuse.
- B. Related solely to internal personnel rules and practices of the government unit, provided however, that such records shall be withheld only to the extent that proper performance of necessary governmental functions requires such withholding.
 1. Must show: Solely internal personnel practices and Govt. function inhibited by disclosure.
- C. Personnel and medical files or information; also any other materials or data relating to a specifically named individual, the disclosure of which may constitute an unwarranted invasion of personal privacy.
 1. Employment Applications, Employee Work Evaluations, Promotion, Demotion, termination information
 2. Does not include: Citizen Complaints, notice to employee of investigation reports, incident reports, summaries of witness interviews, Notice of claim under Tort Claims Act.
- F. Investigatory materials necessarily compiled out of the public view by law enforcement or other investigatory officials the disclosure of which materials would probably so prejudice the possibility of effective law enforcement that such disclosure would not be in the public interest.
- J. The names and addresses of any persons contained in, or referred to in, any applications for licenses to carry or possess firearms . . . or any firearms identification cards . . . and the names and addresses on sales or transfers of any firearms, rifles, shotguns, or machine guns or ammunition. . .
- N. Records... which relate to internal layout and structural elements, security measures, emergency preparedness, threat or vulnerability assessments, or any other records relating to the security or safety of persons or buildings... or other infrastructure..., the disclosure of which, in the reasonable judgement of the record custodian, ... is likely to jeopardize public safety or cyber security.
- O.& P. Protects home address, home telephone number and personal email address of law enforcement and family members.