

# *Suffield Police Department*

## *Request For Police Report*

**\*\*\*\*\* PLEASE NOTE\*\*\*\*\***

*Arrest reports for cases currently pending in court, or that fall under a protected category **CAN NOT** be released by this office **WITHOUT** appropriate State's Attorney or Court Order. **No exceptions.***

*Name*-----

*Mailing address*-----

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*Daytime Phone (\_\_\_\_\_)*-----

*Report number and/or officer if known,*-----

*Date of Incident*----- *time*-----

*Involved Party or parties*-----

*Location*-----

*Please allow five business days for this report's preparation and approval. Reports are available Monday thru Friday from 8:00 a.m. - 5:00 p.m., and/or as time permits for our staff. A one-business day wait may be necessary to accommodate your request. Lengthy reports may require additional time to prepare. Your patience and understanding is greatly appreciated.*

*Please understand that there is a charge of fifty cents per page for reports, as allowed under freedom of information. A page consists of one side of a form. A double sided form will be charged as two pages.*

*Signature*----- *Date*-----

<i>For police Dept use only</i>	<i>Record Room notes:</i> -----
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