



# ASSUMPTION UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

## REQUEST FOR COPY OF INCIDENT REPORT

Incident #: \_\_\_\_\_

### **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 processing fee, payable to Assumption University, 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:      **Cell:** ( \_\_\_ ) \_\_\_ - \_\_\_      **Home:** ( \_\_\_ ) \_\_\_ - \_\_\_      **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.

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### ***Assumption University Police use only:***

Initials of Dispatcher / Officer Who Received Request: \_\_\_\_\_      Date Request Received: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Released by Director: \_\_\_\_\_      Date Report Released: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Fee Received From Third Party: \_\_\_\_\_

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