

CAMBRIDGE POLICE DEPARTMENT PUBLIC RECORD REQUEST

PLEASE PRINT – CLEARLY and COMPLETELY

Name of Person or Institution Making Request

Address: Apt. # (if any) City State Zip Code

104754-50560273@requests.muckrock.com

Today's Date Home/Office Phone # Mobile Phone # E-Mail Address

Public Record Requested:

☐ Incident Report ☐ Arrest Report ☐ Motor Vehicle Crash Report

☐ If Other, please specify:

Case Number of Incident (If known) _____

Date and Time of Incident (Make your best estimate) _____

Location of Incident _____

Name(s) of Person(s) and/or Institution Directly Involved in Incident:

☐ Requester ☐ Other, Please Provide Name(s) _____

Comments: Please provide any other information that may be helpful in locating the records and processing your request:

Important:

M.G.L. c. 66 §10(a) and 950 C.M.R. 32.06 allow certain fees to be charged. Please pay by cash, check, or money order. Efforts will be made to comply with your request within ten days. The personal information you provided above will solely be used to notify you when the records are ready. You may refuse to provide your personal information, and your refusal does not affect your right to the requested records.

PLEASE DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY

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Request Received by _____ Request Processed by _____ Date _____
Record: Picked Up ____ Mailed ____ Other _____ Fee Charged \$ _____ Form of Payment _____
Comments _____

To Whom It May Concern:

Pursuant to the Massachusetts Public Records Law, I hereby request the following records:

1. All policy documents and manuals related to the use of Briefcam
2. All purchasing, procurement, and bidding documents related to Briefcam
3. All agreements or MOUs and attachments related to Briefcam

I also request that, if appropriate, fees be waived as we believe this request is in the public interest, as suggested but not stipulated by the recommendations of the Massachusetts Supervisor of Public Records. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

I expect the request to be filled in an accessible format, including for screen readers, which provide text-to-speech for persons unable to read print. Files that are not accessible to screen readers include, for example, .pdf image files as well as physical documents.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 10 business days, as the statute requires.

Sincerely,

Motonari Matsuda