



PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
POLICE RECORDS CENTER

4923 43rd Avenue, 3rd Floor
Hyattsville, Maryland 20781
E-mail: Police\_MPIA@co.pg.md.us



MARYLAND PUBLIC INFORMATION ACT
REQUEST FORM

SECTION A — REQUEST TO THE CUSTODIAN OF RECORDS

Please PRINT all information and provide a telephone number and email address.

I request copies of the following public record(s) that is possessed and maintained by the Prince George's County Police Department.

Case Number:
Name of Involved Party (Person of Interest):
Call for Service Number (If Applicable):
Date of Incident:
Address of Incident:
Information Requested:

SECTION B — REQUESTOR INFORMATION

Name (First and Last): E-Mail:
Company Name (If Applicable):
Address:
Phone Number:
Signature: For Deborah Levi Date:

Note: According to M.P.I.A. Law, processing may take up to 30 days, however, due to the complexity of some requests and/or the type of records being requested, this timeframe may not be feasible. In these instances, the requestor will be contacted.

DEPARTMENTAL USE ONLY (Do NOT Write Below This Line)

SECTION C — DISPOSITION OF REQUEST

Approved Denied — Reason:
Log #: Amount \$: Business Check #: Money Order#:
Credit Card: Yes No

Signature Date

You may seek judicial review of this response pursuant to Maryland Public Information Act, Title 4 of the General Provisions Article.

# INSTRUCTIONS

## MARYLAND PUBLIC INFORMATION ACT (MPIA) REQUESTS

An MPIA request grants the right to review available records that are disclosable and to obtain copies of those records. It does not require an agency to answer informational questions or to create a record to satisfy a request.

In many instances, an agency will be able to respond to your request immediately. For requests that require searching for public records, it may take longer to respond to your inquiry. Your request to access public information will be handled in a timely manner; however, the State of Maryland allows up to 30 days to respond to your request. Additionally, a 30 day extension may be requested to fulfill the request.

The MPIA allows an agency to charge a "reasonable fee" for copies of records. An agency may also charge a reasonable fee for searching for a public record. This charge may include the time required for locating and reviewing the record. The first two hours of search time are free, but an extensive search may prove time-consuming and, therefore, may be expensive.

MPIA Requests	Cost
Research MPIA request, Redact documents, Copy case file/DVDs/CDs. (Incident Reports, Accident Reports and Call for Service Reports are \$10.00 per report number/address).	First 2 Hours are FREE. Additional Hours are at \$50.00/Hour

All requestors must complete an MPIA Form. Once the documents have been retrieved, a copy will be duplicated. Our records are filed and stored for a period of 3 years from the date of the final disposition or expiration date.

***There is a fee for all duplications. The requestor will be notified in advance of the costs before copies are made. The following fee chart will be used.***

Requested Responsive Information to be Duplicated	Cost
DVD copies (Body Worn Camera/Dash Camera)	\$75.00 Each
Photo CDs	\$20.00 Each
Copies of Accident Reconstruction Reports	\$20.00 Each
Incident Reports/ Accident Reports	\$10.00 Each
Call for Service Reports	\$10.00 Each

*For questions, email MPIA section at Police [\\_MPIA@co.pg.md.us](mailto:_MPIA@co.pg.md.us)*

**Please submit your client's authorization to release and identification**

To Whom It May Concern:

Pursuant to the Maryland Public Information Act, I hereby request the following records for every sworn officer and civilian member of the Prince George's County Police Department for fiscal year 2023 and fiscal year 2024:

1. First and last name;
2. Unique sequence number;
3. Race;
4. Gender;
5. Hire date;
6. 2023 salary;
7. 2023 overtime;
8. 2024 salary;
9. 2024 overtime.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

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. Alternatively, please consider waiving any fees, pursuant to § 4-206(e)(2)(ii) of the General Provisions Article, as this request is on behalf of individuals served by the Maryland Office of the Public Defender, a state government agency, which solely serves indigent citizens of Maryland. As a result, my request for the above-listed public records is in the public interest. 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 calendar days, as the statute requires.

Sincerely,

Deborah Levi  
Director of Special Litigation  
Maryland Office of the Public Defender  
(443) 272-1068