



Milton Police Department
37 Bombardier Road
Milton, VT 05468
 (802) 893-6171 Voice
 (802) 893-6032 Fax



REQUEST FOR AN INVESTIGATIVE
POLICE REPORT

NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ PHONE: _____

DATE OF INCIDENT: _____ PLACE: _____ CASE #: _____

PEOPLE INVOLVED: _____

RELATIONSHIP TO CASE: Law Firm Insurance Victim Family Member Accused Friend

The reason I am requesting this investigative police report is: _____

PLEASE ALLOW 10 DAYS TO PROCESS YOUR REQUEST

I understand and agree to pay the **\$15** fee charged by the Milton Police Department (enclose check or money order with this form) _____
 Checks or money orders should be made payable to the Milton Police Dept. Signature Date

Law enforcement investigative police reports are exempted from the Vermont Public Records Law. However, the Milton Police Department may release their investigative police reports to the public on a case-by-case basis and released only through the Chief of Police or his designee - 1 VSA 317(c)(5). Note: Accident reports are released for a \$10.00 fee.

- Any officer may release a copy of a written statement given by that particular person to them at no charge.
- Once a court citation is issued by an officer, then this fact becomes public record and must be released upon request. The details of the arrest can be obtained by asking the Superior Court Clerk for a copy of the affidavit.
- Any videotape made of the alleged offense and subsequent processing may be erased or destroyed 90 days after final judgment, or, if no civil or criminal action is filed, no earlier than 90 days after the date the videotape was made. A copy of a videotape made of the alleged offense should be provided to the defendant within ten (10) days after the defendant requests the copy and pays a **\$45.00** fee for its reproduction.

Release of this report is: **Approved** **Denied** _____
 Signature of Investigating Officer Date



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Investigative police reports are generally **NOT RELEASED** to the public under any of the following circumstances, if:

- The incident is under active investigation.
- The incident is under active prosecution.
- The information sought is available through discovery or from other sources (i.e. County Court, States Attorney's office, etc.)
- The investigative police report was generated by another agency.
- The investigative police report contains information, which may compromise another ongoing investigation.
- The investigative police report involves juvenile subjects (unless it is the parent, guardian or juvenile requesting the Police Investigative Report).
- The investigative police report contains photographs of dead bodies.
- The disclosure of the investigative police report would thwart governmental processes by discouraging citizens from giving the government information.
- The release of the investigative police report will have an impact, on any people who have given information, if their identities are disclosed.
- The degree to which government self-evaluation and consequent program improvement will be chilled by disclosure.
- The information sought is factual data or evaluative summary.
- The party seeking the discovery is an actual or potential defendant in any criminal proceeding either pending or reasonably likely to follow from the incident in question.
- The police investigation has not been completed and approved by a supervisor.
- There are disciplinary proceedings that may arise from the investigation.
- The plaintiff's suit is frivolous and not brought in good faith.
- The information sought in the case is not pertinent or vital.