



CSU POLICE DEPARTMENT PUBLIC RECORD REQUEST FORM

Public Record Requests take a *minimum* of twenty-four (24) hours and may take up to 7-14 days dependent upon whether a record review or record release is required by the Coppin Police Department. Requests for discovery should be submitted to the respective court. Requests that do not require a review or release are generally releasable within forty-eight (48) hours. Record Requests received after 12:00 (noon) will be processed the following day. Pre-payment is required prior to processing the request. Acceptable forms of payment include exact cash, money order, cashier's check, business check, or Visa/MasterCard (located in the Miles Connor Administration Bldg. 2nd Floor (Cashiers Office)). If the requester fails to pick up requested records within seven (7) days of being noticed of records availability, the requester forfeits any monies previously paid for said request. If said request is denied, refunds will generally be mailed within 10 business days of report/document denial.

Under Maryland State law, CASES STILL UNDER INVESTIGATION OR CRIMINAL ARRESTS PENDING COURT HEARINGS ARE NOT RELEASABLE.

Type of Public Record Requested:

<input type="checkbox"/> Police Report <input type="checkbox"/> Photograph(s) <input type="checkbox"/> DVD of Video	<input type="checkbox"/> BWC Video <input type="checkbox"/> Video Review Only-Agency Name: _____ <input type="checkbox"/> Other: _____
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Today's Date	Time	
Requestor's Name	Phone Number	
Address – Please ensure you provide a complete & current address in the event we need to issue a refund		
City	State	Zip
CASE INFORMATION		
Date & Time of Incident	Case Number(s)	
Type of Incident	Incident Location	
Involved Person(s) <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)		
Relationship of Requestor to Person's Named in Report <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship)		
Signature of Requestor	Date	

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested unless the record is deemed not releasable. Upon notification that said copied record is available, the Coppin State University Police Department shall only maintain the copied record for 7 business days. I understand that failure to pick up requested records within seven (7) days of being noticed of records availability will result in forfeiture of any monies previously paid for this request, and that future requests will require an additional pre-payment.

For Records Use Only			
Date Report Request Received:	Received by:	Date Report Request Completed:	Completed by:
Date/Time requestor notified of status:	Notified by:	Notes (left voicemail, spoke to person, etc.):	
Receipt Number:	Receipt Date:	Amount Paid:	
Case Number	Date of Incident	Date BWC request sent to Supervisor:	Date received BWC from Supervisor:

Coppin State University Police Department
 Physical Education Complex Office-272 2500 West North Ave, Baltimore, MD, 21216
 Phone 410.951.3900 Fax 410.951.6997 Web: <https://www.coppin.edu/campus-police>