



Releasing of Reports

I. PURPOSE

The purpose of this General Order is to establish guidelines for the processing, inspection, copying, and releasing of reports in accordance with the Maryland Public Information Act.

II. POLICY

It is the policy of the Ridgely Police Department to facilitate access to records of the Department; when access is allowed by law, by minimizing costs and time delays to requestor's. Any person may request to inspect or copy public records of the Department.

III. PROCEDURE

- A. Only the custodian of records, or command staff will release reports. Reports are not to be released by patrol Officers.
- B. Anyone requesting a report must fill out a Report Request Form.
- C. A processing fee will be charged. The fee schedule is located on the bottom of the Report Request Form. Payment for the report must be made prior to receiving the report. Victims of domestic violence can obtain a copy of their report at no charge.
- D. The following agencies will not be charged a fee:
 - 1. State's Attorney Office,
 - 2. Parole and Probation,
 - 3. Correction Departments,
 - 4. Other Police Agencies,
 - 5. Department of Social Services,
 - 6. Department of Juvenile Services.
- E. The Report Request Form can be brought to, mailed, or faxed to the Ridgely Police Department.
- F. All requests will be processed in a reasonable amount of time, but not to exceed 30 days after the date of the request.

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G. The following information will be redacted from the report:

1. Date of birth of victims, complaints, and Officers,
2. Social Security number of victims, complainants, and Officers,
3. Phone numbers of victims, complainants, and Officers,
4. House numbers of victims, complainants, and Officers,
5. Drivers license numbers,
6. Suspect identification,
7. Photographs of deceased persons (to protect the privacy interest of the decedent's family).

H. Reports may be either picked up at the Ridgely Police Department or mailed to the requestor. Reports will not be faxed.

IV. DENIAL OF REQUESTS

A. Any requests that are denied, must be done within 30 days.

B. If a request is denied; the requestor must be notified in writing stating the following:

1. The reasons for denial,
2. The legal authority for denial, and
3. Notice of the remedies available for review of the denial.

C. Possible reasons for denial.

1. Ongoing investigation,
2. Disclosing the report in which disclosure would be contrary to the public interest,
3. Endanger an individual's life or safety,
4. Identify a confidential informant,
5. Endanger the security of a correctional institution or jail,
6. Any record containing personally identifiable information collected or maintained in connection with a complaint, investigation or other purpose that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any record collected or maintained in connection with such an action or proceeding.

D. The following information will not be released:

1. Personal contact information,
2. Social Security numbers,
3. Medical records,
4. Personnel records,
5. Financial information.

General Order No. 9-6 (Cont.)

V. PERSONS OF INTEREST

A "person of interest" is entitled to inspect investigatory records unless production would:

1. Interfere with valid and proper law enforcement proceedings,
2. Deprive another person of a right to a fair or an impartial adjudication,
3. Constitute an unwarranted invasion of personal privacy,
4. Disclose investigative techniques or procedures,
5. Prejudice an investigation,
6. Endanger the life or physical safety of an individual.