



# Queen Anne's County OFFICE OF THE SHERIFF

505 RAILROAD AVENUE • CENTREVILLE, MARYLAND 21617

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[www.queenannessheriff.org](http://www.queenannessheriff.org)



Class 236

Sheriff Gary Hofmann  
Major Dwayne Boardman  
Major Christopher Amoia

## Public Information Request

Once the case is **closed**, all requests will be reviewed and if approved for release, they will then be mailed within 7-10 business days.

Person Requesting Report (Print)

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

***\*This information MUST be completed, or your request will be returned.***

Date of Incident/Accident: \_\_\_\_\_

Investigating Deputy: \_\_\_\_\_

Police Case #: \_\_\_\_\_

Type:  JUVENILE  ADULT

Incident Type: \_\_\_\_\_

Location of Incident/Accident: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pick Up in Person **WHEN NOTIFIED** To Do So \_\_\_\_\_

US Mail – Address Above

\*There is a **\$10.00** fee in the form of **CHECK or MONEY ORDER ONLY** for **EACH COPY** of a report that is requested.

\*There is a **\$75.00** fee charged **per incident per device** for all camera system Evidence Videos that are requested with a total run time for all videos of less than one hour. **Evidence Videos that have a total run time of over an hour are beyond the reasonable processing capability of the Office of the Sheriff and, therefore, require a third-party vendor to process the Evidence Videos. See Page 2 for these fees.**

\*You must enclose the fee, or the request will not be honored. Note there is a **\$30.00** return check fee for all returned checks. **Checks can be made payable to: QACSO**

**THE RELEASE OF POLICE REPORTS MAY BE RESTRICTED DUE TO CONFIDENTIAL INFORMATION. IF REQUESTING A JUVENILE REPORT PLEASE ATTACH A COPY OF THE JUVENILE'S BIRTH CERTIFICATE.**

**Third Party Video Evidence Processor Information:**

(Questions regarding fees and turnaround time only – all other questions go to QACOS)

**FOCAL FORENSICS**

303-900-3585

[redaction@focalforensics.com](mailto:redaction@focalforensics.com)

**Fee Schedule:**

<b>First 2 Hours</b> of Video Footage	<b>\$12.00/Minute</b>
<b>Over 2 Hours</b> of Video Footage	<b>\$7.00/Minute</b>
Audio Redaction Only	<b>\$5.00/Minute</b>
Document Redaction	<b>\$1.00/Page</b>
Image Redaction	<b>\$5.00/Image</b>
Transcription	<b>\$3.00/Minute</b>

**Important Please Note:** An invoice will be provided to the requester PRIOR to any work beginning. The requester must pay FOCAL FORENSICS in full PRIOR to the start of any work. **No refunds shall be granted by FOCAL FORENSICS once work has begun.**

Queen Anne’s County Office of the Sheriff receives no compensation from FOCAL FORENSICS for their work on the videos that you have requested. The monetary agreement is between the requester (you) and FOCAL FORENSICS (Third Party Vendor) only.

**\*\*\*\*\*OFFICE USE BELOW THIS LINE\*\*\*\*\***

**Evidence Manager Review:**

\_\_\_\_\_  
*Sign* *Date*

**CIU Commander Review:**

\_\_\_\_\_  
*Sign* *Date*

**Report Released/Approved By:**

\_\_\_\_\_  
*Sign* *Date*

**Fee Received:**       **YES**                       **NO**

**What Type of Fee?**       **CHECK**                       **MONEY ORDER**