



Sheriff Gary Hofmann

OFFICE OF THE SHERIFF

Queen Anne's County

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www.queenannessheriff.org



Class 236

Major Dwayne Boardman

Major Chris Amoia

Public Information Request

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

Person requesting report: (Please Print)

Today's Date: _____

Name: _____ Involvement in Case _____

Street Address: _____

City, State & Zip: _____

Phone Number: _____

Date of Incident/Accident: _____ Investigating Deputy: _____

Police Case #: _____ Type: ☐ JUVENILE ☐ ADULT

Incident Type: _____

Names of Involved Persons _____

Location of Incident/Accident: _____

() Email address: _____

() Pick up in person, **WHEN NOTIFIED** to do so

() US Mail – Address above

Request Type:

Report _____ \$10.00 each copy

Dispatch Notes _____ \$10.00 each copy

911 Dispatch Recording _____ \$20.00 each copy

Police Radio Traffic Recording _____ \$20.00 each copy

Body Worn Camera/Fleet Camera System Videos _____ **see page 2 for further information**

Mail in payments accepted: check or money order. In person payments: check, money order, cash (exact amount) or debit/credit cards (service fee).

*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. WE MAY BE PROHIBITED FROM RELEASING REPORTS INVOLVING JUVENILE(S). IF REQUESTING A JUVENILE REPORT PLEASE ATTACH A COPY OF THE JUVENILE'S BIRTH CERTIFICATE.

*There is a **\$75.00** fee charged **per incident** for all camera system Evidence Videos that are requested with a total run time for all videos of less than one hour. All videos related to the incident will be included. **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 below for these fees.** Payment required before work will begin for these requests.

Third Party Video Evidence Processor Information:

(Questions regarding fees and turnaround time only - all other questions go to OACSO)

FOCAL FORENSICS

(303) 900 3585

redaction@focalforensics.com

Fee Schedule:

First 3 Hours of Video Footage (Audio redaction included)	\$7.00 per minute
Over 3 Hours of Video Footage (Audio redaction included)	\$5.00 per minute

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.** *Prices may be subject to change, confirm pricing with FOCAL FORENSICS.

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 or ____ NO

Method of Payment: cash ____ check ____ money order ____ credit/debit card ____

Completion Method _____ By _____ Date _____