



Town of Frankfort Police Department
201 Third Ave
Frankfort, NY 13340

315-894-3594 fax 315-894-0800

Request for police report under Freedom of Information Law (FOIL)

1. Complete this form either on computer or by hand to receive as much releasable information as possible. Filling in the boxes helps us to locate the information you seek.
2. A record search will be conducted and results will be produced to be retrieved within 20 days.
 - a. Reports are .25 cents per page. Cash, check or Money Order only.
3. Should the search and preparation of requested results be larger than expected, you will be contacted and informed:
 - a. Estimated time to complete, and;
 - b. Cost of production of those records to be paid in advance.
4. Under Public Officer Law, specifically FOIL regulations:
 - a. We are not required to answer questions, nor produce something new;
 - b. We will redact any information deemed to be an unwarranted invasion of privacy.
 - c. There will be a \$5.00 fee levied for providing a flash drive. You will be required to pay half the fee for video footage prior to the start of review. Cash, check or Money Order only.

Your Name:	Your Address:	Your Phone Number:
Incident Report ☐	Incident or Complaint # if known:	Date of Incident:
Accident Report ☐		
Name(s) on the Report:	Location of incident/complaint:	Brief Description of incident/complaint:
Your Signature and Today's Date:		

Office Use:

- ☐ The copy of the requested document(s) is attached to this letter with this letter.
- ☐ Your request has been denied in whole or in part based on the following reason:
- ☐ This incident is still being investigated, release would cause harm to the investigation.
 - ☐ This incident is being prosecuted, release would cause harm to the judicial process.
 - ☐ Information contained therein involves juveniles, or victims of a sex offense, Domestic Incident, and warrants an unreasonable breach of privacy.
 - ☐ Information contained therein involves a confidential source or technique, disclosure would jeopardize personal safety.
 - ☐ Information contained therein involves law enforcement sensitive information, disclosure could jeopardize personal safety.
 - ☐ Release of information would constitute an unwarranted invasion of personal property.
 - ☐ Records requested cannot be located based on description.
 - ☐ Record not maintained at this agency.
 - ☐ Other _____

Matthew Palumbo, Chief of Police

If you wish to appeal this letter, you have 30 days to send your appeal to: Town Supervisor, Town of Frankfort
201 Third Ave., Frankfort NY 13340