



ALEX B. MORSE  
Mayor

**Holyoke Police Department**  
**138 Appleton Street**  
**Holyoke, Massachusetts 01040-5706**



JAMES M. NEISWANGER  
Chief of Police

August 29, 2014

CF 0452-14

Cheryl and Connor Silvermail  
245 Northwest Road  
Westhampton, MA 01027

Dear Ms. Silvermail:

I am in receipt of your letter dated August 11, 2014, which arrived at the Holyoke Police Department on August 14, 2014. It was nice speaking with you on the phone that same day you sent your letter; however, I am a little confused. Based on your letter, there appears to be some confusion over the proper procedure to request documents of this nature. Please allow me to explain the process again. (Note that in contrast, certain other routine reports, such as car crashes or vandalism for example, are released in a different manner, as I described to you on the phone.)

It is the practice of the Police Department not to provide reports which do not result in criminal charges and are sensitive and confidential in nature.

During our phone conversation, you told me that you wanted an investigative report "for a legal matter," so my recommendation was for you to follow the customary procedure. As I explained, the normal discovery procedure is for your attorney ("Tracey") to file a request for reports through the Records Division, not to my office, which is the Criminal Investigations Bureau. Instead, you wrote and addressed a letter to me.

As I mentioned to you on the phone, I am available to speak with your attorney at her convenience, if she wishes to contact me. I do appreciate your expressed concern on the phone about the cost of using an attorney. However, if you have not yet consulted your attorney, I again recommend that you do, for many reasons.

Sincerely,

*Captain D. Duguay*

Captain Denise Duguay, M.S.  
Commander, Criminal Investigations Bureau

413-322-6900 ext. 533

Cc: Chief of Police, James M. Neiswanger

***Birthplace of Volleyball 1895***

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