



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Public Records Division

Rebecca S. Murray
Supervisor of Records

November 23, 2020
SPR20/2204

Timothy J. Sherblom
Chief of Police
Holden Police Department
Public Safety Building
1370 Main Street
Holden, MA 01520

Dear Chief Sherblom:

I have received the petition of Matthew Rocheleau of the *Boston Globe* appealing the response of the Holden Police Department (Department) to his request for public records. G. L. c. 66, §10A; see also 950 C.M.R. 32.08(1). Specifically, Mr. Rocheleau requested:

- “Any materials that outline internal policies, procedures, protocols, standards, guidelines, general orders, directives, rules and regulations for the police department, including, but not limited to, any/all use of force policies, employee policies and procedures set by human resources departments and training manuals and materials.
- The most current version of all collective bargaining unit/union contracts with the police department
- Any/all logs/lists of internal investigation cases of police department employees from Jan. 1, 2010 through present, including but not limited to pending cases. Please include the current disposition of each case, as well as any final disciplinary action linked to complaint
- Any/all documentation describing the operation of all existing department early-warning/intervention program(s)
- The most current version of any/all organization charts, rosters, and any/all employee directories for the department, including any/all employee contact information and badge numbers.
- The most current version of any documents that show the demographics (racial, ethnic, gender, and age) of each of the department's employees
- Any/all records that show the total of the number of overtime hours worked department-wide in each of the shift/assignment names/codes/classifications the department uses in its payroll system for calendar year 2019
- A list/master list showing the names of all of the internal forms and publications of the police department that are intended to be for and/or filled out by sworn law enforcement

employees of the department, excluding any forms/publications used broadly for all city employees and any forms/publications only used for human resources purposes (such as tax withholding forms or worker's comp forms). If there is no list available, a copy of each blank form and the cover/title page of each publication will suffice.

- The police department's three most recent annual reports. The most-detailed versions of line-item budgets for the police department for the three most-recent 12-month periods available (i.e. budgets on either a fiscal year or calendar year basis, however the records are normally recorded)”

Previous Appeal

This request was the subject of a previous appeal. See SPR20/1410 Determination of the Supervisor of Records (August 31, 2020). On October 13, 2020, the Department received payment for requested records and on November 10, 2020 produced records with redactions. Unsatisfied with the November 10th response, Mr. Rocheleau appealed and SPR20/2204 was opened as a result.

Based upon a conversation between a Public Records Division staff attorney and a Department representative, it is my understanding that the Department intends on providing a subsequent response to the request.

Accordingly, the Department is ordered to provide Mr. Rocheleau with a response to his request in a manner consistent with the Public Records Law and its Access Regulations within 10 business days. It is preferable to send an electronic copy of this response to this office at pre@sec.state.ma.us. Mr. Rocheleau may appeal the substantive nature of the Department's response within ninety days. See 950 C.M.R. 32.08(1).

Sincerely,

A handwritten signature in black ink that reads "Rebecca Murray". The signature is written in a cursive, flowing style.

Rebecca S. Murray
Supervisor of Records

cc: Matthew Rocheleau