

### **Important notice regarding Middleton Police Department operations**

As a result of heightened concerns over person-to-person contact relating to the coronavirus emergency, and in following the guidelines set forth by Governor Baker, the Middleton Police Department has made several changes to our normal operating procedures.

#### **First and foremost, we will always respond to 911 emergencies.**

However, until further notice, we are asking citizens to avoid coming in to the lobby of the police station except in the case of an emergency. If at all possible, interactions with members of the department should take place over the telephone or by email. If you call us for assistance with a non-emergency matter, our call taker will ask for a name and phone number so we can return a call to you in order to determine the best course of action.

Additionally, if a call for service is made in which an individual is presenting with signs or symptoms of a flu-like nature, and no other life threatening or police related issues are present, police officers will defer to EMS for the response. Again, we will always be available for emergencies and police matters, but if the situation relates only to an individual with flu-like symptoms who needs assistance, EMS will handle the call.

Requests for information should be made via phone, mail, or email. Requests for crash reports and police incident reports can be sent to [karen.matsubara@middletonma.gov](mailto:karen.matsubara@middletonma.gov). Public records requests can be sent to [matthew.armitage@middletonma.gov](mailto:matthew.armitage@middletonma.gov).

During this time of modified operations, the Prescription Drug Take Back services will not be available in the station lobby. Additionally, fingerprinting services will be temporarily suspended.

For Firearms licensing, we understand that there are time constraints associated with licensing, therefore during this State of Emergency, LTC or FID licensing will be done by mail.

RENEWALS- LTC or FID, applications can be found on the Firearms Records Bureau (FRB) website. Complete applications, make checks out to the Town of Middleton, and mail in to the police department at 65 North Main Street, Middleton, MA, 01949. Applications will be processed, and once the new license is received, they will be mailed to the applicant.

NEW APPLICANTS- LTC or FID, applications can be found on the Firearms Records Bureau (FRB) website. Complete applications, make checks out to the Town of Middleton, and mail in to the police department at 65 North Main Street, Middleton, MA, 01949. The application process will be started and applicants will be processed and printed at a later date.

LTC and FID applications should NOT be dropped off in person at the station.

As always, please feel free to call the station at (978) 774-4424 or email us at [chief@middletonpolice.com](mailto:chief@middletonpolice.com) with any questions or concerns that you may have.