

Kenneth J. Hopkins
Mayor



Colonel Michael J. Winquist
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“A Nationally Accredited Agency”

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Access to Records Policy

From Department General Order 530.01 – Public Records

Report Requests for Records and Forms:

- An oral or written request for records under the Access to Public Records Act may be made during regular business hours (***Monday through Friday 9am-4pm***) at the Records Division within the Cranston Police Department.
- An officer or clerk will impart a “Request for Records” form for written requests. This form will be used for written inquires and/or any clarifications that may be needed to sufficiently honor a request.
- Once an oral request or written request has been received and the request and release has been determined to conform to the provisions of the law and agency policy; the records provider will expeditiously supply the records or information that has been requested.
- An officer or clerk can ask a person requesting records for their name and reason for the report. However, if they refuse to give their name or reason (s) for requesting a record they cannot and shall not be denied access to the record (s) requested.
- Should the materials requested not be readily available the records or information shall be mailed or may be picked up at the Cranston Police Department within ten days.
 - The access to Public Information Act provides that for good cause this limit may be extended for a period not to exceed thirty (30) business days.
- The Cranston Police Department will redact any information not deemed public and will use a redaction form letter to indicate what type of information was redacted.
- The charge for documents capable of being photocopied on common business or legal-size paper will be consistent with Public Information Act.



Right to Appeal:

- If any citizen or media personnel are denied access to any records or information, an appeal may be made to the Chief of Police, who in his capacity as chief administrator will make a final determination as to the release of the information within ten (10) days.
- The Chief of Police will supply the requesting person or agency with a written reason for the denial and shall indicate the procedures for appealing the denial.
- If the Chief of Police denies a request for records or information, the person making the inquiry may appeal to the Office of the Attorney General for the State of Rhode Island or the State of Rhode Island Judicial System.
- The Cranston Police Department has appointed the ~~Planning and Research Division~~ Chief Records Clerk ~~Commander~~ as the Public Records Officer.
- The department will provide the name of the Public Records Officer, business address and phone number to the Office of Attorney General.
- The Cranston Police Department adopts the Access to Public Records Procedure enumerated in Rhode Island General Law.



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MAYOR



COLONEL MICHAEL J WINQUIST
CHIEF OF POLICE

PUBLIC RECORDS REQUEST FORM

Date: _____ Request Number: _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

Email (optional): _____

Report # (If known) _____

What type of report are you requesting?

- Accident Vandalism Breaking & Entering Stolen Auto Fraud/Id Theft
 Larceny Arrest Other _____

Date(s): _____

Location of Incident(s): _____

Involved Parties: _____

If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws Section 38-2-2(4)(i.) (A) through (W), the Department reserves its right to claim such exemption.