

**Kenneth J. Hopkins**  
Mayor



**Colonel Michael J. Winquist**  
Chief of Police

***“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 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.



# CRANSTON POLICE DEPARTMENT

## REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date \_\_\_\_\_ Request Number \_\_\_\_\_

Name (optional) \_\_\_\_\_

Address (optional) \_\_\_\_\_

Telephone (optional) \_\_\_\_\_

Requested Records: (Report Number If Known) \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Type of Incident: (Please Check One) Accident \_\_\_\_\_

Vandalism \_\_\_\_\_ Breaking & Entering \_\_\_\_\_

Stolen Auto \_\_\_\_\_ Other \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Name(s) of Person(s) Involved: \_\_\_\_\_

If these records are not readily available at the time of your request, please advise whether you desire to:

\_\_\_\_\_ pick up the records or \_\_\_\_\_ regular mail

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### Office Use

Request taken by: \_\_\_\_\_

Request Number \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Records to be available on: \_\_\_\_\_

Mail \_\_\_\_\_ Pick Up \_\_\_\_\_

Records provided: \_\_\_\_\_

Costs: \_\_\_\_\_ copies

\_\_\_\_\_ search and retrieval

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### Cranston Police Department - Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on \_\_\_\_\_ at the Records Section. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in R.I.Gen. Laws Section 38-2-2(4)(i)(A) through (W), the Department reserves its right to claim such exemption.

Note: If you chose to pick up the records but did not include identifying information on this form (name, etc.), please inform the clerk in the Records Section of the date you made the request, records requested and request number \_\_\_\_\_.

Thank you. \_\_\_\_\_