

## JOHNSTON POLICE DEPARTMENT

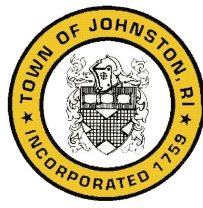
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*Chief of Police, Mark A. Vieira*

### **PUBLIC RECORDS REQUEST GUIDELINES**

The Johnston Police Department adheres to the Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et. seq., and has instituted the following procedures for the public to obtain public records.

1. To reach us by telephone please call (401) 231-4210 and ask to be connected to the Records Division. Requests for records may be emailed to [records@johnstonpd.com](mailto:records@johnstonpd.com) or mailed to the Johnston Police Department, Records Division, which is the Division within the Johnston Police Department designated to handle these matters, except as provided in paragraph 4. The mailing address is: Johnston Police Department, ATTN: Records Division, 1651 Atwood Avenue, Johnston, RI 02919.
2. The regular business hours of the Records Division are 8:00 a.m. to 4:00 p.m., Monday –Friday. If you come in after regular business hours, please complete the Public Records Request Form at the front desk and return it to the Records Division the next business day.
3. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking records available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form located at the front desk. If you are seeking documents available pursuant to the Administrative Procedures Act or other documents prepared for or readily available to the public and do not wish to submit a written request, you must contact an attorney in the Open Government Unit to make your request.
5. You may also obtain a copy of the Attorney General's Guide to Open Government, which can be found at <http://www.riag.ri.gov> (then proceed to the link entitled "Open Government").
6. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
7. If you feel that you have been denied access to public records, you have the right to file a review petition with the Attorney General. You may also file a lawsuit in Superior Court.
8. The Johnston Police Department is committed to providing you with public records in an expeditious and courteous manner.



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## PUBLIC RECORDS REQUEST FORM

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

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

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

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

Requested Records:

Offense Report (s): \_\_\_\_\_

Arrest Report (s): \_\_\_\_\_

Accident Report (s): \_\_\_\_\_

Search by dates: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Search by Involved Parties:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

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### OFFICE USE ONLY

Request taken by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

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

Costs: \_\_\_\_\_ number of copies: \_\_\_\_\_ search and retrieval fee: \_\_\_\_\_