

Town of West Greenwich

WEST GREENWICH POLICE

PUBLIC RECORDS REQUEST INFORMATION PACKET



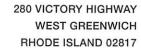
280 VICTORY HIGHWAY WEST GREENWICH RHODE ISLAND 02817

Town of West Greenwich

PUBLIC RECORDS REQUEST

The West Greenwich Police Department has instituted the following procedure to help you obtain public records:

- 1. The Public Records Officer is Administrative Sergeant Richard Brown. The phone number is (401) 397 7191 extension #23, email rbown@wgpdri.com. or fax number 401-397-6890. Please check with the dispatcher to insure the Administrative Sergeant will be on duty. If not, please provide your request through the dispatcher on duty.
- 2. Public Records can be made 24 hours a day, seven days a week.
- 3. Please complete the Public Record Request Form at the Dispatch Center.
- 4. You have the right to make requests orally, however, providing contact information will assist the Public Records Officer in making sure your request is complete and the information you seek can made available to you, by filling out the Public Records Request Form.
- 5. The Department may ask for identification, as it is the regular course of business. However, you are not required to provide identification nor will your right to access public records be dependent upon it.
- 6. A copy of the handout on Access to Public Records Act, which summarizes the procedures, with a list of exemptions and your right to access these records, is located at the Dispatch Center.
- 7. There are times when public records you seek are not immediately available at the time of request. Please be advised that you will be provided the reason in writing within ten (10) business days of your request, for the extension, up to an additional twenty (20) business days for "good cause."
- 8. If you feel that you have been denied access to public records, you have the right to appeal to Chief Richard N. Ramsay 280 Victory Highway West Greenwich, RI 02817 phone 401-3971-7191 fax 401-397-6890 or email rramsay@wgpdri.com. If afterwards you are still not satisfied, you may file a complaint with the Department of the Attorney General's Office Open Government Unit 150 south Main Street Providence, RI 02903 or they can be reached at (401) 274-4400.
- 9. 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.
- The West Greenwich Police Department is committed to provide you with public records in an expeditious and courteous manner.





Town of West Greenwich

PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date:	
Name (optional):	
Address (optional):	
Telephone (optional):	
Requested Records:	
How would you like to receive your inform	mation request:
OFFICE USE ONLY:	Request Number:
Request taken by: Date:	
Records to be available on:	Time:(Business Days)
Mailed:	Picked Up:
Costs: Copies:	Search & Retrieval:
West Greenwich Police F	Department – Public Records Request Receipt
If you desire to pick up the records, they we list after review of your request, the Depart from disclosure for a reason set forth in the right to claim such exemption. NOTE: If you chose to pick up the records, (name, etc.), please inform the dispatcher	will be available on at the dispatch center. ment determines that the requested records are exempted the Access to Public Record Act, the Department reserves its but did not include identifying information on this form with the date you made the request, records requested or
request number. Richard N. Ramsay Chief of Police	