WEST GREENWICH
POLICE DEPARTMENT
TEL (401) 397-7191
FAX (401) 397-6890

280 VICTORY HIGHWAY
WEST GREENWICH
RHODE ISLAND 02817

Town of West Greenwich
INCORPORATED 1741

WEST GREENWICH POLICE

PUBLIC RECORDS REQUEST INFORMATION PACKET

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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 rbrown@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.

10. The West Greenwich Police Department is committed to provide you with public records in an expeditious and courteous manner.

Effective Date: January 18, 2015

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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 information request: _____
_____
_____

OFFICE USE ONLY:

Request Number: _____

Request taken by: _____

Date: _____ Time: _____

Records to be available on: _____ (Business Days)

Mailed: _____ Picked Up: _____

Costs:

Copies: _____ Search & Retrieval: _____

West Greenwich Police Department – Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the dispatch center. If after review of your request, the Department determines that the requested records are exempted from disclosure for a reason set forth in the Access to Public Record Act, 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 dispatcher with the date you made the request, records requested or request number.

Richard N. Ramsay
Chief of Police