



CHIEF OF POLICE
John J. Urban Jr.

NORTH KINGSTOWN POLICE DEPARTMENT

8166 Post Road
North Kingstown, RI 02852

Phone: 401-294-3316

Fax: 401-294-6830



TOWN MANAGER
A. Ralph Mollis

Obtaining Public Records Procedures

Requests for police reports can be made in person at the North Kingstown Police Department Headquarters Records Clerk window, Monday through Friday from 8:00 am to 3:30 pm.

Forms with instructions are available, for non-business hours, in the lobby or you may download a "Request for Records Under the Access to Public Records Act" from the department website.

The department **DOES NOT** accept records requests via email. Electronic records requests can be made via the department website. All questions can be directed to our Records Clerk at: records@northkingstownri.gov.

Records can also be obtained by sending a self-addressed, stamped envelope to:

North Kingstown Police Department
Attn: Records Clerk
8166 Post Road
North Kingstown, RI 02852

Report will be released in compliance with Rhode Island General Law (RIGL) Chapter 38, section 2. Request can take up to 10 days and can be extended to 30 days under certain circumstances. A request for records may be denied under circumstances defined in RIGL 38-2(5)(d).

If your request is denied, you may ask to speak with the Chief of Police for further explanation. Additionally, you have the right to file an appeal of such a denial as described in RIGL 38-2-8.

Remember:

Copies of all documents will be provided at \$0.15 cents per page. This includes walk-in requests. The fee can be waived with the approval of the Chief of Police.

Hourly costs for search and retrieval are \$15.00 per hour with the first hour being at no cost. Upon request, the North Kingstown Police Department will provide a detailed itemization of costs on any search and retrieval of records.

Do not call for status updates on your request. When applicable, you will be notified when your request has been completed.



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Request for Records Under the Access to Public Records Act

Date: _____

Name (optional): _____

Address (optional): _____

Telephone (optional): _____

E-mail (optional): _____

Description of records requested:

Please advise whether you desire to (Circle one): Pick Up Regular Mail E-Mail

Do not call for status updates on your request.
Requests can take up to 10 days and be extended to 30 days under certain circumstances.

When applicable, you will be notified when your request has been completed.

Official Use Only

Request taken by: _____ Date/Time: _____

Records to be available on: _____ Delivery: Pick up Regular mail E-mail

Records provided: _____

Costs: Copies _____ Search and Retrieval _____

Paid: Y / N / Waived

North Kingstown Police Department - Access to Public Records Request

If you desire to pick up the records, they will be available at the Records counter. If, after review of your request, the department determines that the requested records are exempt from the disclosure for a reason set forth in RIGL sections 38-2-2(4)(i)(A) through (W), the department reserves its right to claim such exemptions.

NOTE: If you choose to pick up the records but did not include identifying information on this form (name, etc.), please inform the clerk/officer at the front desk of the date you made the request and records requested.