

# WOONSOCKET POLICE DEPARTMENT

Thomas F. Oates, III  
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	310.07	9/15/2023	9/15/2023
SUBJECT		PREVIOUSLY ISSUED DATES	
Permit to Carry Concealed Weapons		4/15/2020	
ACCREDITATION		RE-EVALUATION DATE	
RIPAC CALEA		5/5/2023	
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Weapons Procedures		All Personnel	

## PERMIT TO CARRY CONCEALED WEAPONS

### I. PURPOSE

Under Rhode Island General Laws Section [§11-47-11](#), the Woonsocket Police Department has the authority to issue a license or permit to carry a concealed pistol or revolver to any person 21 years of age or older having a bonafide residence or place of business within the City of Woonsocket having good reason to fear an injury to their person or property, or has other proper reason for carrying a pistol or revolver, and that they are a suitable person to be so licensed. The Woonsocket Police Department will exercise its discretion consistent with RIGL [§11-47-11](#).

### II. POLICY

It shall be the policy of the Woonsocket Police Department to issue local permits to carry concealed weapons under Rhode Island General Laws, [§11-47-1](#) to those individuals meeting the criteria as outlined in this policy.

### III. DEFINITIONS

**Concealed Weapon Permit:** A four (4) year permit allowing the bearer to carry a pistol or revolver concealed on their person within the State of Rhode Island.

- The total time frame needed for a new application process and issuance is dependent upon applicant history, the amount of new applications, and any follow-up review by department personnel in performing their due diligence.
- All permits will expire **FOUR (4) YEARS** from the date of issue. The renewal of a permit is the applicant's obligation. No notification of the expired permit will be sent to the permittee. Allow a minimum of **30 days** before the permit expiration to be allowed for processing of application renewals.

***Revocation/Suspension:*** The issuing department may at any time with just cause revoke or suspend a firearm permit based on cause. The permittee shall be notified of revocation/suspension by mail demanding the immediate surrender of the permit. Notice shall be given to the RI Attorney General's Office of the revocation.

#### IV. PROCEDURE

- A. The applicant shall submit the completed application package including all of the following:
  1. The official application form must be filled out completely by the applicant. The permittee must print or type the application or it will be returned. The application must be signed and notarized.
  2. Any omissions, falsehoods, or deceit on behalf of the applicant will be investigated and may result in denial of the application.
  3. Three (3) (1" x 1") pictures of the applicant taken without headgear or glasses must be submitted. This photo must be a clear picture of the head and face. Please print the applicant's name on the back of each picture. No laminated photos will be accepted.
  4. Proof of current qualification before a certified weapons instructor ( i.e., N.R.A. Instructor or police range instructor) must be supplied, along with a copy of the instructor's NRA/FBI certification.
  5. A full set of the applicant's fingerprints submitted on an FBI fingerprint applicant card [\[FD-258 \(Rev. 12-28-82\)\]](#) must be included with the application. A fingerprint card must be signed by the applicant. This is not necessary for a renewal application. A \$45 fingerprint service fee in the form of cash, check, or money order made payable to Woonsocket Police Department.
  6. If the permit is to be used for employment, a typed letter of explanation must be submitted on the employer's letterhead and included with the application.
  7. Retired police officers applying under RIGL Section [§11-47-18](#) must submit a letter of verification from the Chief of Police of the department, which they retired from, stating that they have completed 20 years of honorable service.
  8. Permit fee of forty dollars (\$40) cash, check, or money order made payable to Woonsocket Police Department.
  9. Records check waiver.

- B. Upon receipt of the completed application package and all associated fees, the Chief of Police or designee shall review and determine the suitability of the applicant as defined in this policy. The Chief of Police or designee shall conduct a pre-screening background check of the applicant. The Chief may assess a fee based on the hourly rate of the personnel assigned to conduct said background investigation.
- C. Upon receipt of the completed application package the Chief of Police or designee shall review and determine the suitability of the applicant as defined in this policy. The Chief of Police may conduct any investigation or inquiry as they determine appropriate. The Chief of Police shall notify the applicant by mail of approval or denial.
  - 1. Permit approved- The permit form shall be completed. The applicant shall be issued the permit. All documents associated with the application/permit shall remain on file with the Woonsocket Police Department.
  - 2. Permit denied- Denial notice shall include the reason for denial. Upon notice of denial, the applicant may request a hearing with the Chief of Police or designee and one other Department member as appointed by the Chief.

Per order,

***Thomas F. Oates, III***

Chief of Police

*Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police*