NORTH KINGSTOWN POLICE DEPARTMENT

8166 POST ROAD, NORTH KINGSTOWN, RHODE ISLAND 02852
Telephone: (401) 294-3311 FAX: (401) 294-6830
Administrative Offices: (401) 294-3316

CHIEF OF POLICE
Patrick Flanagan

Obtaining Public Records Procedure:

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

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.

Reports can be requested via phone (401) 294-3316 ext. 8246 or by sending a self-addressed, stamped envelope to:

North Kingstown Police Records Div.
8166 Post Road
North Kingstown, RI 02852

Report will be released in compliance with Rhode Island General Law Chapter 38, section 2.

Request can take up to 10 days and be extended to 20 days under certain circumstances.

A request for records may be denied under circumstances defined in R.I.G.L. 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 R.I.G.L. 38-2-8.

Remember:

Copies of any and 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, the first hour being free. Upon request, the North Kingstown Police Department will provide a detailed itemization of costs on any search and retrieval of records.

A self-addressed and stamped envelope will be required for mail requests.

The North Kingstown Police Department will provide e-mail attachments though the Records Division for requests under APRA (Access to Public Records Act).

July, 26 2016