



**James P. Campbell**  
*Chief of Police*

## **JAMESTOWN POLICE DEPARTMENT**

250 Conanicut Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

[www.jamestownri.net/police](http://www.jamestownri.net/police)



## **PUBLIC RECORDS REQUEST**

The Jamestown Police Department has instituted the following procedure to help you obtain public records.

1. The Public Information Officer is Lieutenant Angela M. Deneault. Telephone Number (401) 423-1212.
2. The regular business hours of the Records Department are 7:00 AM to 3:00 PM. If you come in at a time when the Public Information Officer is not available, please complete the Public Records Request form attached. It will be given to the Public Information Officer their next working day.
3. The Jamestown Police Department may ask you for identification or the reason for your request as its regular course of business. However, you are not required to provide identification or the reason you seek the information, and your right to access public records will not depend on providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete the Public Records Request form attached.
5. There are times when the public records you seek are not available at the time of your request. Please be advised that the Access to Public Records Act gives a public body ten business days to respond. We appreciate your understanding and patience.
6. If you feel that you have been denied access to public records, you have the right to appeal to the Jamestown Police Chief Edward Mello. If you are still not satisfied, you may file a complaint with the Department of Attorney General, 150 South Main St. Providence, RI 02903 or file suit in Superior Court.
7. The Jamestown Police Department is committed to providing you with public records in an expeditious and courteous manner.

# Jamestown Police Department

## Request for Records under the *Access to Public Records Act*

Date: \_\_\_\_\_

Request Number: \_\_\_\_\_

(Optional)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Requested Records: (**BE SPECIFIC**)

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Please advise whether you desire to: (    ) pick up the records, (    ) regular mail,

**OR (    ) email to:** \_\_\_\_\_.

Please Note:

If you desire to pick up the records, they will be available at the front desk. Please inquire with the dispatcher as to when the Public Information Officer will be working and may process your request. You may stop back at that time, or call ahead to the department to check if your records are available. If, after review of your request, the Department determines that the requested records are exempt from disclosure for a reason set forth in RI General Laws Section 38-2-2(4)(i)(A) through (W), the Department reserves the right to claim such exemption.

Also, if you chose to pick up the records but did not include identifying information on the form (name, etc.) please note your request number on the top of this form and give the number to the dispatcher/desk officer when you come in to pick up your records.

Thank You

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*Office use*

Records Provided: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Initials: \_\_\_\_\_