



# Richmond Police Department



P.O. Box 203  
1168 Main Street  
Wyoming, Rhode Island 02898

Elwood M. Johnson Jr.  
Chief of Police

Telephone 401-539-8289  
Fax 401-539-8293

## REQUEST FOR POLICE RECORDS

The cost per copied page of written public documents shall not exceed fifteen cents (\$.15) per page. Hourly costs for search or retrieval shall not exceed fifteen dollars (\$15.00) per hour, excluding the first hour, pursuant to § 38-2-4 of the Rhode Island General Laws (RIGL).

I am requesting a copy of the following police record:

ACCIDENT     LOSS     THEFT     ARREST     OTHER: \_\_\_\_\_

DATE OF OCCURRENCE: \_\_\_\_\_ TIME OF OCCURRENCE: \_\_\_\_\_

LOCATION OF OCCURRENCE: \_\_\_\_\_

DESCRIPTION OF INCIDENT: \_\_\_\_\_

If the record you request is not immediately retrievable or if your request is to be reviewed by the Chief of Police, please print your name and complete address below. You will receive the requested record(s) through the mail or a response regarding the reason the requested record is not covered by Chapter 2; Title 38 RIGL entitled "Access to Public Records." Response to your request will be done within ten business days, per § 38-2-7 of the RIGL.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (PO Box/Apt)

\_\_\_\_\_  
(City/Town) (State) (Zip Code)

Pick up \_\_\_\_\_ Mail \_\_\_\_\_ Email \_\_\_\_\_ Email address: \_\_\_\_\_

### POLICE DEPARTMENT USE ONLY:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Requested Information Given: \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ The records requested are not covered by Rhode Island Access To Public Records Act