



## CUMBERLAND POLICE DEPARTMENT

*Working Together to Build a Safer Community*

**John R. Desmarais, Chief of Police**

### **Public Records Request Information**

1. The Public Records Clerk is Nancy Whitney, telephone number (401) 333-2500 Ext 33100. Public Records Requests shall be made in writing. The regular business hours for the Records Department are Monday through Friday, 8:00AM to 4:00PM.
2. If you come in after regular business hours, please complete a *Public Records Request Form* available at the front desk. The completed form will be given to the Public Records Clerk the next business day.
3. There may be instances 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 the public body ten (10) business days to respond. To ensure that you are provided with the public records you seek in an expeditious manner, we ask that you complete a *Public Records Request Form* available at the front desk. We appreciate your understanding and patience.
4. The cost for copies of reports and public records is fifteen cents (\$0.15) per page.
5. You may also obtain, at the front desk, a handout regarding the *Access to Public Records Act* which summarizes the procedures and your rights to public records.
6. If you feel that you have been denied access to public records, you have the right to appeal to Police Chief John Desmarais. If you are still not satisfied, you may file a complaint with the Department of the Attorney General, 150 South Main Street, Providence, Rhode Island 02903 or file suit in Superior Court.
7. The Cumberland Police is committed to providing you with the public records in an expeditious and courteous manner.

*A Nationally Accredited Agency*



# CUMBERLAND POLICE DEPARTMENT

*Working Together to Build a Safer Community*

## Public Records Request Form

Date of the incident of record requested:

---

Location of incident:

---

---

Name of requestor (optional):

---

Address (optional):

---

Phone number (optional):

---

Requested Records:

---

---

---

In accordance with the *Access to Public Records Act*, the Cumberland Police Department will also accept requests for public records by fax at (401) 334-2049, email to [openrecords@cumberlandpolice.com](mailto:openrecords@cumberlandpolice.com), or in any other form of written request. Please contact the Deputy Chief at (401) 333-2500, if there any concerns regarding your request.

For Office Use Only

Request taken by: \_\_\_\_\_

Date & time received: \_\_\_\_\_

Date completed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mail \_\_\_\_\_ Pickup \_\_\_\_\_ Email \_\_\_\_\_

APRA Request Form 2019

*A Nationally Accredited Agency*

Cumberland Public Safety Building | 1379 Diamond Hill Road | Cumberland RI 02864 | 401.333.2500  
[www.cumberlandri.org](http://www.cumberlandri.org)



## CUMBERLAND POLICE DEPARTMENT

*Working Together to Build a Safer Community*

Dear Sir/Madam,

IAW RIGL 38-2-4 Cumberland Police Department may charge for costs and the time required to search and retrieve records. It is our estimate that your request will cost:

\$ \_\_\_\_\_ which is based on \_\_\_\_\_ pages @ \$0.15 per page.

\$ \_\_\_\_\_ which is based on \_\_\_\_\_ hours retrieval/redaction @ \$15.00 per hour.

IAW RIGL 38-2-7 Cumberland Police Department is extending the time period of this request for an additional twenty (2) business days to \_\_\_\_/\_\_\_\_/\_\_\_\_ because:

further time is required to determine if this record is exempt under RIGL.

further time is required to locate & examine the records requested.

Your request for reports/records or other Cumberland Police documents is denied *partially/in full* because:

these documents are exempt under RIGL 38-2-2 (5)(i)(D) as disclosure is deemed to reasonably be expected to interfere with the investigations of criminal activity or with enforcement proceedings.

these documents are exempt under RIGL 38-2-2 (5)(i)(D) as disclosure would deprive a person of a fair trial or impartial adjudication.

these documents are exempt under RIGL 38-2-2 (5)(i)(D) as disclosure is deemed to reasonably be expected to constitute an unwarranted invasion of person privacy.

Rhode Island General Law grants you the right to appeal this denial as indicated below:

### **§ 38-2-8. Administrative appeals.**

(a) Any person or entity denied the right to inspect a record of a public body may petition the chief administrative officer of that public body for a review of the determinations made by his or her subordinate. The chief administrative officer shall make a final determination whether or not to allow public inspection within ten (10) business days after the submission of the review petition.

(b) If the custodian of the records or the chief administrative officer determines that the record is not subject to public inspection, the person or entity seeking disclosure may file a complaint with the attorney general. The attorney general shall investigate the complaint and if the attorney general shall determine that the allegations of the complaint are meritorious, he or she may institute proceedings for injunctive or declaratory relief on behalf of the complainant in the superior court of the county where the record is maintained. Nothing within this section shall prohibit any individual or entity from retaining private counsel for the purpose of instituting proceedings for injunctive or declaratory relief in the superior court of the county where the record is maintained.

Sincerely,

Cumberland, RI Police Department

*A Nationally Accredited Agency*