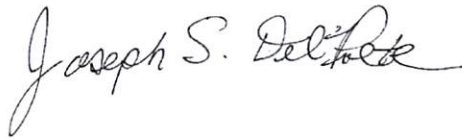




Glocester Police Department

GENERAL ORDER 510.30

TITLE	EFFECTIVE DATE	PAGES
510.30 ACCESS TO PUBLIC RECORDS GUIDELINES	May 15, 2025	2
SECTION	SPECIAL INSTRUCTIONS	
500 – Support Operations	Rescinds Policy Dated March 31, 2014	
SUBSECTION	BY ORDER OF	
10 – Records		

I. PURPOSE

To provide Department employees with guidelines concerning the release of public records.

II. POLICY

The Glocester Police Department is committed to providing the public with access to public records. The Department provides numerous public documents to the public, media and attorneys every day in the ordinary course of business and shall continue to provide these documents in an expeditious and courteous manner. The Town of Glocester is an advocate for open government and has implemented a procedure per the Rhode Island Attorney General's Office guidelines. (R.I.G.L. 2012 amendments included).

III. DEPARTMENT PROCEDURES

- A. The Department shall appoint a Public Records Officer, whose name, business address and phone number shall be provided to the Rhode Island Department of Attorney General.
- B. The Department shall maintain copies of the *Public Records Request Form* at the front desk and shall make them readily available to the public for completion.
- C. The Department understands and respects the right of the public to access public records, and shall treat citizens requesting public records with courtesy, consistent with the Department's Rules and Regulations.

- D. Unless you are seeking prepared documents or documents readily available at the time of request, you will be asked to complete a Public Records Request Form or you may submit your request in writing. You are not required to provide identification or the reason you seek the information.
- E. All Public Records Request Forms or written requests received shall be marked with the date of receipt and turned over to the Public Records Officer.
- F. The R.I. Access to Public Records Act (which can be found at <http://www.riag.ri.gov>) allows a public body ten (10) business days to respond to the request, which can be extended an additional twenty (20) business days for “good cause.”
- G. If the individual making the request wants only to view the records, the Public Records Officer will make an appointment for the citizen to come to the office during normal business hours within the time frame prescribed.
- H. If you feel that you have been denied access to public records, you should contact the Public Records Officer for further assistance. If you are not satisfied with the results you should contact the R.I. Attorney General at the above website or at their office.

IV. **FEES**

- A. Subject to the provisions of R.I.G.L. § 38-2-3: the cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyable on common business or legal-size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.
- B. A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.
- C. A public body shall provide an estimate of the costs of a request for documents prior to providing copies, upon request.

V. **ATTACHMENTS**

- A. *Public Records Request Form* – which shall be completed by those requesting public records, and which shall be readily available to the public.
