



CUMBERLAND POLICE DEPARTMENT

Chief of Police, Matthew J. Benson, Ed.D.

PROCEDURES FOR OBTAINING PUBLIC RECORDS UNDER RHODE ISLAND ACCESS TO PUBLIC RECORDS ACT, RIGL § 38-2-1

1. Requests for records must be directed to the Cumberland Police Records Department, which is the Department designated to handle these matters in accordance with the Access to Public Records Act, R.I.G.L. 38-2-1 et seq. ("APRA"). The mailing address is Cumberland Police Department, 1379 Diamond Hill Road, Cumberland, RI 02864. Requests may also be hand-delivered to the Records Department or emailed to openrecords@cumberlandpolice.com. To reach us by telephone for questions regarding requests for public records, please call (401) 333-2500, however, verbal requests for records will not be accepted. A Public Records Request Form is available online on the Cumberland Police Department's webpage and directly at <https://www.cumberlandri.gov/DocumentCenter/View/355/Public-Records-Request-Form-PDF>.
2. The regular business hours for the Records Department are Monday through Friday, 8:00AM to 4:00PM. If you come in outside of 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 Department 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, which can be extended an additional twenty (20) business days for good cause. We appreciate your understanding and patience. 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. 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. For the purposes of this subsection, multiple requests from any person or entity to the same public body within a thirty (30) day time period shall be considered one request. 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, after review of your request, the Cumberland Police Department determines that the requested records are exempt from disclosure for a reason set forth in the APRA, we reserve the right to claim such exemption.
7. If you feel that you have been denied access to public records, you have the right to appeal to Police Chief Matthew J. Benson. 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.
8. The Cumberland Police is committed to providing you with public records in an expeditious and courteous manner.